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भारत निर्वाचन आयोग

ELECTION COMMISSION OF INDIA

No 464/Strong room/2023-EPS

Dated: 18th July, 2023

To,

The Chief Electoral Officers of
all States and Union Territories

Sub: Arrangements of Strong Rooms for safe storage of EVMs, VVPATs and other election papers before and after counting of votes- reg.

Reference: The following instructions of the Commission: -

Sr. No.	Letter No.	Date
1.	464/INST/2009/EPS	12.05.2009
2.	464/INST/2009/EPS	12.05.2009
3.	464/INST/2011/EPS	19.03.2011
4.	464/INST/2014-EPS	04.04.2014
5.	464/L& O /2014/EPS	05.04.2014
6.	464/L& O /EPS/2014	10.04.2014
7.	470/INST/2014-EPS	30.04.2014
8.	470/INST/2014-EPS	30.04.2014
9.	470/INST/2014-EPS	30.04.2014
10.	464/L& O /2019/EPS	03.05.2019
11.	464/L&O/2019/EPS	04.05.2019

Madam/Sir

The Commission had issued various instructions, referred to above, regarding safe storage of polled EVMs, VVPATs and election papers before and after counting of votes in different strong rooms/designated strong rooms under safe custody of DEO and for their production in competent courts, if need arises. In this regard, I am directed to state that all the instructions relating to storage of election materials have been consolidated and revised instructions, in supersession of all the above referred existing instructions, are hereby issued.

2. Types of EVM-VVPAT strong rooms and storage after completion of poll:

(i) There are four categories of EVMs and VVPATs after the poll and three categories of their strong rooms after the poll as mentioned below:

Category	Types of EVM/VVPATs	Designated Strong Room
Category A	Polled EVMs & VVPATs	Polled EVM Strong Room: (for storage of category A & B)
Category B	Non-functional Polled EVMs VVPATs	
Category C	Non-functional Un-polled EVMs & VVPATs (failed during mock poll)	Repair Strong Room: (for storage of category C), not in the vicinity of polled EVM strong room
Category D	Unused Reserve EVMs & VVPATs	Reserve Strong Room: (for storage of category D), not in the vicinity of polled EVM strong room

(ii) Information about all categories of strong rooms and the related storage materials shall be given to all the contesting candidates in writing, *under acknowledgement*, sufficiently in advance.

(iii) Under no circumstances, C & D category machines shall be stored in strong rooms having category A & B machines. This is to ensure that the right kind of CUs are brought to the counting tables, and further to ensure that unused machines are not blocked for future use.

(iv) It shall be ensured that storage and security protocol for all categories of machines shall be followed as per the latest edition of '**Manual on Electronic Voting Machines**'.

3. Types of strong rooms for storage of election papers:

(i) The following election papers, along with polled EVMs and VVPATs are received at the Receipt Centre. The table below lists the kind of strong room and storage of election papers therein: -

Packet Number	Strong Room for storage	Documents details
1 st Packet (EVM papers)	Polled EVM Strong Room (with proper signage)	(i) Unsealed envelope containing the account of votes recorded (Form-17C), (ii) Unsealed envelope containing the Presiding Officer Report I (Mock-Poll Certificate), II & III (iii) Printed VVPAT paper slips of Mock Poll (should be kept in Black Colored Sealed Envelope).
2 nd Packet (Scrutiny Cover)	Election Papers Strong Room (a strong room other than polled EVM Strong Room, with proper signage)	(i) Unsealed envelope containing the Presiding Officer's Diary (ii) Sealed envelope containing the Register of Voters (17A) (iii) Unsealed envelope containing the list of blind and infirm electors in Form 14-A and the declarations of the companions (iv) Unsealed envelope containing Visit Sheet
3 rd Packet (Statutory Covers)	Same as above	(i) Sealed envelope containing the marked copy of the electoral roll; (ii) Sealed envelope containing voter's slips; (iii) Sealed envelope containing unused tendered ballot papers; (iv) Sealed envelope containing the used tendered ballot papers and the list in Form 17-B (v) Sealed envelope containing the list of challenged votes in Form 14;
4 th Packet (Non-Statutory Covers)	Same as above	(i) Unsealed envelope containing the copy or copies of electoral roll (other than the marked copy); (ii) Unsealed envelope containing the appointment letters of polling agents in Form 10 and accounts of appointment of polling agent; (iii) Unsealed envelope containing the election duty certificate in Form 12B; (iv) Unsealed envelope containing the

		<p>declarations by the presiding officer</p> <p>(v) Unsealed envelope containing the receipt book and cash, if any, in respect of challenged votes;</p> <p>(vi) Unsealed envelope containing unused and damaged seals and special tags;</p> <p>(vii) Unsealed envelope of unused voter's slip</p> <p>(viii) Unsealed envelope for the declarations obtained from electors as to their age and the list of electors who have refused to make declarations as to their age</p> <p>(ix) Form of declaration by elector under Rule 49MA (Test Vote);</p> <p>(x) Form of declaration by elector whose name is in ASD list;</p> <p>(xi) Letter of complaint to the S.H.O. Police</p>
5 th Packet (Handbooks, ECI Inst., Indelible ink, and Stamp Pad)	Same as above	<p>(i) Hand Book for Presiding Officer;</p> <p>(ii) Instructions of Electronic Voting Machine & VVPAT (a. Posters on How to cast vote on EVM and VVPAT, b. Brochure for Presiding Officer on use of EVM and VVPAT and c. Trouble shooting on use of EVM and VVPAT);</p> <p>(iii) Sealed envelope containing (a. Indelible ink set with stopper having been secured on each phial effectively with molten candle or wax applied thereon to prevent leakage or evaporation and b. used self-inking pads);</p>
6 th Packet (All other material)	Same as above	<p>(i) Used list of contesting candidates Form 7A,</p> <p>(ii) Used photocopy of signature of candidates,</p> <p>(iii) Other unused forms,</p> <p>(iv) Arrow cross-mark rubber stamp for marking tendered ballot papers,</p> <p>(v) Cup for setting the indelible ink.</p>

(ii) In case of simultaneous elections, the above-mentioned materials shall be packed separately and be kept in separate strong rooms of Assembly Election and Parliamentary Election at distinctly identified places so that they are not mixed with each other. Candidates shall be informed about such arrangements in advance.

(iii) Detailed directions on above subject as contained in Commission's latest instruction shall be scrupulously followed.

(iv) The DEO shall remain over all in-charge of the safe custody of EVMs, VVPATs and Election Papers.

(v) One control room adjacent to these strong room locations should be operative round the clock. A Gazetted officer along with a police officer should be put on duty round the clock for monitoring the security arrangements, including CCTV coverage, of strong rooms.

(vi) CCTV cameras with sufficient storage facility shall be installed. CCTV Camera should cover sealed doors of Polled EVM Strong Room and Election Paper Strong Room, security and corridor etc. A proper system to take back up of CCTV footage shall be ensured. Such video data shall be in the custody of the District Election Officer.

(vii) Videography shall be made at the time of the opening and closing of Polled EVM Strong Room and Election Paper Strong Room. Proper log books shall also be maintained.

(viii) CEO may also inspect strong rooms after poll if counting is not immediately scheduled due to multi-phase elections.

4. Collection, storage and security of polled EVMs/VVPATs and election papers at the Receipt Centre not located at the proposed Counting Centres:

In case the polled EVMs, VVPATs and election papers are *temporarily to be stored* in strong rooms at Receipt Centre, which are far away from the Counting Centre, the protocol of having different types of strong rooms i.e., **Polled EVM Strong Room** (for

storing polled EVMs & VVPATs and 1st packet of election papers) and **Election Papers Strong Room** (for storing 2nd to 6th packets of election papers) shall be followed. These election materials shall be transported from the polling stations to the Receipt Center under proper escort/security. Candidates and their representatives shall be allowed to follow the vehicle transporting EVMs, VVPATs and election papers. These election materials shall be stored temporarily under proper videography and security arrangements.

When polled EVMs/VVPATs and six packets are received from all the polling stations at the Receipt Center, these materials shall be taken from temporary strong rooms to the designated strong rooms at the Counting Centre with proper CAPF security. One senior officer shall be designated to supervise transportation of these election materials. Care shall be taken that, under any circumstances, no seals are broken during transportation. Candidates and their representatives shall be allowed to follow the vehicle transporting EVMs, VVPATs and election papers. The process of depositing of all these materials in the designated strong rooms shall be videographed and a report be sent by the DEO to the CEO. Observers shall also keep a close watch on this transportation process. The candidates and their representatives shall also be allowed to watch the process of depositing these materials in designated strong rooms at the Counting Centre. The candidates/ election agents may be allowed to put their signatures on the seals of double lock system. Their signatures may also be obtained in the register / log-book maintained for this purpose.

5. Storage of polled EVMs/VVPATs and election papers in the Polled EVM Strong Room at Counting Centre:

As mentioned above, the polled EVMs & VVPATs and related election papers shall be stored in the designated strong rooms

immediately after receiving all EVMs& VVPATs and election papers either through transportation process as described at Para 4 or directly at the Receipt Centre. Following protocol for storage of polled EVMs/ VVPATs and 1st Packet (EVM Papers) shall be strictly followed:

- (i) Separate space in the form of grid and shape of square/rectangular boxes should be marked for each polling station inside the strong rooms. The ballot unit(s), control unit(s) and VVPAT(s) used for poll received from one polling station must invariably be kept together at one place in the earmarked box for that polling station. The 1st packets (EVM Papers) as mentioned above, shall be kept and attached to the polled CU of Category A and B. The storage should follow the serial number of Polling Stations.
- (ii) If there is space constraint, these machines and packets shall be kept, polling station wise, in fabricated steel/iron/wooden multi-layer storage within the Polled EVM Strong Room.
- (iii) In case of single election, ideally all polled EVMs/VVPATs and 1st packet of election papers shall be kept in one 'Polled EVM Strong Room' AC wise or AS wise, as the case may be. However, in case of space constraint, these may be kept in multiple strong rooms, adjacent to each other in the same location preferably on same floor. A notice, containing particulars of the elections, AC/AS number and name and serial number of polling stations, shall be pasted outside each strong room.
- (iv) In case the size of the Polled EVM Strong Room is large, it shall be ensured that this strong room should not be used for storing the above materials for more than two ACs or ASs as the case may be. However, under such circumstances, it shall

be ensured that proper bifurcation of the room is done before keeping them so that these are not mixed up. Each bifurcated space shall have separate door and has independent double lock system.

- (v) All other categories of EVMs (i.e., C & D) shall be kept separately from strong rooms meant for category A & B and should not be in the vicinity of category A & B strong rooms.
- (vi) No other election material, except packets one, shall be kept inside category A & B strong room under any circumstances.

6. Post- poll storage of election papers packet numbers 2 to 6 in the Election Papers Strong Rooms at Counting Center:

(i) The documents contained in the packets number 2 to 6, as mentioned above, shall be kept in a separate Election Paper Strong Room for each AC/AS wise under secure way mentioned above. Under no circumstance, these papers should be put in Polled EVM Strong Room. This strong room shall be opened and closed for taking out 2nd Packet (Scrutiny Papers) and again keeping them inside the strong room as per due protocol after giving due information, *under acknowledgement*, to candidates and their election agents in advance.

(ii) The Election Paper Strong Room shall have a double lock system, as prescribed. A separate log book shall also be maintained and in the event of opening of the strong room, entry should be made about date, time, duration and name(s) of person(s), purpose for opening the strong room. The other protocol for opening strong rooms such as prior intimation to contesting candidates, videography of the activity in the strong rooms, including opening and re-sealing etc. should be scrupulously followed.

7. Safety and security arrangements in the Polled EVM Strong Rooms at Counting Center:

(i) The designated strong rooms shall be set up in a secured place preferably in the district headquarters and in special cases in sub-divisional headquarters, where counting of votes is to be conducted.

(ii) The following arrangements shall be made for setting up strong rooms:

- (a) Strong Room shall have only single entry/ exit with all other doors/windows sealed using brick masonry/concrete.
- (b) Strong rooms shall have a double lock system. All the keys of Lock-1 shall be with RO concerned and all the keys of Lock-2 shall be with ARO concerned (for their AC/AS). In case of Parliamentary Constituency, if Counting Center is established in a district other than RO headquarter, all keys of Lock-1 shall be kept with respective ARO and all keys of Lock-2 with officers duly nominated by the DEO for each Assembly Segment.
- (c) Main switch of these strong rooms should be installed outside of the strong rooms and electricity be disconnected after sealing of the strong rooms to avoid short circuiting. No external powered unit should be installed or kept inside the strong room.
- (d) Arrangements should be made for fire and flood safety. Fire-extinguishers shall be installed inside and outside of strong room. Adequate fire alarm system shall also be put in place.
- (e) It should be ensured that there is uninterrupted power supply at the strong room locations during the entire period wherein EVMs and VVPATs are stored. Appropriate arrangements of generators should be made to ensure uninterrupted power supply in case of any outages.

(iii) There shall be a two-tier guarding system for strong rooms as follows: -

- (a) Inner most perimeter shall be guarded by CAPF and outer perimeter by State Armed Police. For this purpose, minimum one platoon CAPF for 24X7 security shall be provided to guard the strong room round the clock.
- (b) The District Election Officer shall certify that the above security arrangement has been complied with. The Chief Electoral Officer of the State shall obtain the certificate from each District Election Officer. The Observers shall also inspect and confirm that these instructions of the Commission have been complied with.

8. Facilities to candidates to keep a watch on the strong rooms:

- (i) All the candidates should be intimated in writing, *with proper acknowledgement*, to depute their representatives to keep a close watch on security arrangement of these strong rooms. They should be allowed to stay outside the outermost perimeter in a rain-proof tent erected officially for this purpose, which enables them to view the entry points of the strong room.
- (ii) Facilities such as proper shade, drinking water, toilets, etc. should be provided to them.
- (iii) If, there is no direct view to the strong room, CCTV should be arranged at the location, so that they can see the activities at strong room door on CCTV monitors. In such a case, they may be taken periodically to the inner perimeter in batches to see, verify and satisfy regarding strong room security.
- (iv) The phone numbers of CEO, Additional CEOs, control rooms set up by CEO/DEO/RO and the DEO/SP concerned should be given to the candidates, who may provide the same to their people keeping vigil at the strong room locations. They may contact the officials in case of any need.
- (v) Media shall be briefed from time to time by the CEO for detailed

safety and security arrangements in these strong rooms and Counting Centers for information of general public and to counter fake news, if any, mostly in social media.

9. Protocol to be followed to reach the inner perimeter of Polled EVM Strong Room:

No one should be allowed to reach the inner perimeter without following the protocol, as under: -

- (i) Proper Log book for each entry, exit and duty roster for security personnel shall be maintained by the CAPF. Date, time, duration and name of the person crossing the inner perimeter shall be entered into the log book and signature should be obtained in each case. This includes visits by the Observers or DEOs or SPs or candidates or their agents or any other persons.
- (ii) Video cameras should be provided to the CAPF to record all visits made by such visitors.
- (iii) No vehicle, including that of any official or ministers or any other political functionary should be allowed inside the secured campus where the EVMs and VVPATs and election papers are stored. Alighting point for the vehicles should be marked clearly ahead of the outer security perimeter itself; beyond it should be a pedestrian zone only.

10. Supervision by Returning Officers and District Election Officers:

- (i) Returning Officers should visit the storage campus (up to the inner perimeter only) every day in the morning and evening and check the log book and videography and send a report to the DEO on the status every day.
- (ii) In case of strong rooms located in the district headquarters, the DEO should do the same every day.

(iii) Where the strong rooms are situated outside the District Headquarters, DEO should visit the same as frequently as possible and at least once in 3 to 4 days.

(iv) DEOs and SPs shall be personally responsible for security of strong rooms within the district and meticulous implementation of the protocol. The copy of this letter should be made available to all candidates, DEOs, ROs and CAPF commandant.

(v) The CEOs may submit a separate report to the Zonal Secretaries indicating the type of security arrangements made by the administration to guard the strong rooms involving the CAPF already available or otherwise. Other additional measures taken for guarding the strong rooms may also be indicated.

(vi) These instructions will also apply *mutatis mutandis* to the storage of the voting machines during the interval between the original count and the recount, if any.

11. Sealing of strong room:

(i) The sealing of all types of strong rooms shall be done in the presence of respective General Observer, Returning Officer, candidates and their election agents.

(ii) In case more than one strong room are set up in the same premises or in the same town, the sequencing of closure or sealing of strong rooms shall be coordinated in such a way that one of the Observer remain present at the time of closing of each strong room without any deviation.

(iii) In case General Observer is assigned more than one AC/AS and strong room locations are distributed in the district, senior most General Observer, in consultations with the DEO/RO in advance, will decide which Observer will remain present at the time of closure of which strong room. Senior most General Observer may also nominate Expenditure Observer to represent any General Observer for sealing

of strong room in case of exigencies. In exceptional cases, senior micro observers may be selected from the list of micro observers deployed for poll day duty can also be authorized by the senior most General Observer to represent any General Observer for sealing of strong room.

(iv) The information should also be made available to the contesting candidates or their election agents in advance.

(v) Similarly, candidates or their agents may also not be available for sealing of strong rooms, the candidates may be allowed to send an authorized representative, who will have the authority of the candidate in writing, also carry a photo ID card and who should be a voter within the concerned Parliamentary Constituency/Assembly Constituency.

12. Opening/closing of Election Papers Strong Room for scrutiny of Form 17A and other documents-

(i) For the purpose of scrutiny of Form 17A and other documents, the **Election Papers Strong Room** is opened at the appointed date and time in the presence of DEO/RO, Observer and contesting candidates/their election agents/their authorized representatives under videography.

(ii) Wherever relevant papers required for scrutiny of Form 17A and other documents are required to be transported, they shall be transported under proper police escort along with Executive Magistrate. Candidates and their representatives shall also be allowed to follow the vehicle transporting relevant papers. In this regard, proper information about the travel plan should be given to the candidates/their election agents or their representatives.

(iii) After conduct of scrutiny the Form 17A and other documents should be re-packed in their respective packets and the strong room should be duly closed and sealed after making entry in the log-book

and obtaining the signatures of all candidates or their representatives, Observer and Returning Officer, as may be present.

(iv) The whole process of opening and closing of strong room(s), containing Form 17A and other documents shall be videographed.

(v) Detailed instructions regarding protocol for scrutiny of Form 17A and other documents and storage thereof shall be followed scrupulously.

13. Opening of the Polled EVM Strong Room for Counting of Votes:

The RO should commence the counting at the hour fixed for the purpose. The Polled EVM Strong Room should be opened in the presence of the Observer, RO/ARO(s), the candidates/ their election agents. After making necessary entries in the log book maintained for the purpose, the seal of the lock should be checked, shown to the candidates/ their election agents and then shall be broken. Entire proceedings shall be videographed with date-time stamping. An uninterrupted CCTV coverage shall be done to record to and fro movement of all CUs, VVPAT and relevant documents from strong room to Counting Hall.

14. Sealing of EVM/VVPAT and other documents after counting of votes:

(i) After declaration of result, all Control Units, after removing the power-packs, shall be kept in their respective carrying cases and sealed with address tag. Further, printed paper slips shall be taken out from VVPATs and sealed in black envelopes (one envelope for one VVPAT) and shall be kept in a trunk (s). One trunk should contain envelopes of one AC or AS, as the case may be, with all relevant election details pasted/ written on it. The procedure prescribed in the latest edition of **Manual on Electronic Voting Machine** shall be followed.

(ii) The four packets 1 to 4, as mentioned above, shall also be sealed

with the bilingual secret seal supplied by the Commission. These packets shall be kept in steal trunks (separately for each type of packet) with double lock system. Returning Officers shall ensure that the bilingual secret seal supplied by the Commission is put on the **packets only** and **not** on any of the locks of the steal trunk.

(iii) The bilingual secrete seal shall be returned to the Commission as per the prescribed instruction.

(iv) Remaining packets (Packets 5 and 6) shall not be sealed with the bilingual secret seal supplied by the Commission.

(v) Returning Officers shall nominate a responsible officer-in-charge for the supervision of sealing process. Utmost care should be taken that all election related papers are properly sealed and labelled.

(vi) Candidates or their agents/authorized representatives shall be invited, *with proper acknowledgement*, to remain present during the sealing process. They shall also be permitted to note down the number of the bilingual secret seal of the Commission and also to affix their seals, if they so desire.

(vii) The entire sealing process shall be under CCTV coverage/videography. The CCTV coverage/videography shall be done in a way that entire sealing process is clearly visible.

15. Storage of EVM/VVPAT and other documents under the custody of District Election Officer (DEO) after counting of votes:

(i) Rule 92 read with Rule 93 of the Conduct of Elections Rules 1961 provides that the voting machines and printed paper slips, sealed under Rule 57C, shall be kept in the safe custody of the District Election Officer and shall not be opened or inspected by or produced before any person or authority except under the orders of a competent court. The machines and printed paper slip (VVPAT slip) so sealed shall be retained intact for such period as mentioned in the

latest edition of Manual on Electronic Voting Machines/direction issued by the Election Commission of India.

(ii) Immediately after the declaration of result of the election, on the same day and, in any case not later than the noon of the following day, all the EVMs (BU and CU), VVPATs and the sealed trunks(s) containing the packets should be dispatched to the District Election Officer at his headquarters and on receipt of the same the District Election Officer should forthwith arrange to store them safely under his custody.

(iii) The following protocol shall be followed for movement of EVMs, VVPATs and Election Papers for safe storage under the custody of DEO, if the location is other than the Counting Centre: -

(a) The contesting candidates/their agents shall be intimated in writing under proper acknowledgement, about the storage place where EVMs, VVPATs and Election Papers are to be stored after counting of votes.

(b) Proper armed escort (CAPF) shall be provided for the vehicles carrying EVMs, VVPATs and election papers with videography. Candidates/their agents shall also be permitted to follow the vehicles.

(iv) Storage of EVMs (Ballot Units and Control Units):

(a) EVMs of each AC/AS shall be kept in separate district strong room. In no case, EVMs of two or more than two Assembly Constituencies/Segments shall be kept in the same district strong room till completion of Election Petition (EP) period.

(b) In case of simultaneous elections, EVMs pertaining to AC and AS shall be stored in separate district strong rooms with double lock system.

(c) If the size of the district strong room is not sufficiently large, the EVMs can be kept in fabricated steel/iron/wooden multi-layer

storage racks inside district strong room. Further, these EVMs can be stored in two adjacent district strong rooms if EVMs of one AC/AS is not accommodated in one district strong room. In such case, labels containing the details of AC/AS and corresponding serial number of polling stations shall be pasted outside such strong rooms.

(d) No other material, whether related to election or not shall be kept in the district strong room having EVMs.

(e) Candidates or their agents/authorized representatives shall be allowed to affix their seals on the locks of the district strong room, if they so desire.

(v) Storage of VVPATs:

(a) The VVPATs should be stored in the separate room/hall of the district warehouse, under double lock system. They should not be kept in the district strong room having polled EVMs, so that VVPATs can be used in future elections.

(b) Candidates or their agents/authorized representatives shall be allowed to affix their seals on the locks, if they so desire.

(vi) Storage of VVPAT Slips and Election Papers:

(a) All the trunks containing Packets 1 to 4 mentioned above along with the trunk(s) having VVPAT printed paper slips shall be kept preferably in the Treasury/Sub-treasury.

(b) In the districts where, there is no system of Treasury/Sub Treasury, an exclusive safe and secured room, with double lock system, in the office of District Election Officer or any other safe building, shall be selected for safe custody of these election papers.

(c) Trunks of Packets 5 & 6 shall be placed safely in a separate room for further use, provided the material is usable.

(d) Further, the CD/Storage devices containing photos/

webcasting/CCTV/Videography data for other election events shall also be stored, clearly labeling/indexing all the details, in the safe custody of DEO concerned along with the above 4 packets.

(vii) Custody of keys:

- (a) There shall be double lock system with all keys of each lock with two separate specified officers.
- (b) In cases of storages/ trunk(s) provided in para (iv), (v) and (vi), all the keys of lock-1 shall be kept with the District Election Officer and all the keys of lock-2 shall be with the Dy. DEO or the equivalent officer not below the rank of Dy. DEO.
- (c) Proper handing over and taking over of these keys shall be made and documented when transfer takes place.
- (d) Proper records of stored items and election material taken out (for court case, destruction of election papers etc.) shall be maintained and shown to DEO and his signature shall be obtained.

(viii) For detailed instructions on the storage and safety of EVMs and VVPATs and their retention period till shifting the district warehouse(s), kindly refer the latest Manual on Electronic Voting Machines. For retention and destruction of election related papers kindly refer Rule 92-94 of the Conduct of Elections Rules 1961. Election Papers shall not be destructed till final disposal of Election Petition, if any.

(ix) The DEO shall obtain a certificate from concerned officer-in-charge of such room for having received all election papers contained in packets 1-4 and any other relevant election related documents and send a copy to the CEO for record.

16. The aforesaid consolidated instructions shall be brought to the notice of all concerned for strict compliance during General Elections and Bye elections to Lok Sabha and State Legislative Assembly.

Yours faithfully,



(Ajay Kumar Verma)
Secretary