

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 51/8/6/2019-EMPS

Dated: 20th April, 2019

To

The Chief Electoral Officers of
all States/UTs.

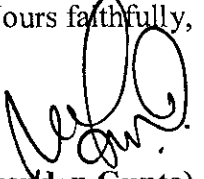
Subject: Storage and safety arrangement of EVMs & VVPATs- instruction regarding proper EVM/VVPT warehousing and arrangement of storage, security, stock taking etc.- regarding.

- Ref.**
1. Letter No. 51/8/7/2014-EMS, dated 19th August, 2014
 2. Letter No. 51/8/VVPAT/2015-EMS, dated 5th May, 2015
 3. Letter No. 51/8/7/2016-EMS, dated 15th July, 2016
 4. Letter No. 51/8/7/2017-EMS, dated 30th August, 2017
 5. Letter No. 51/8/7/2018-EMPS, dated 29th August, 2018
 6. Letter No. 51/8/7/2018-EMPS, dated 3rd November, 2018
 7. Letter No. 52/10/2018-EMPS, dated 13th November, 2018
 8. Letter No. 51/8/7/2018-EMPS, dated 6th December, 2018
 9. Letter No. 51/8/7/2019-EMPS, dated 29th January, 2019
 10. Letter No. 51/8/6/2019-EMPS, dated 12th March, 2019
 11. Letter No. 51/8/7/2019-EMPS, dated 29th March, 2019

Sir,

I am directed to state that the Commission has already issued from time to time detailed instructions on storage, security, stock taking and safety arrangements of EVMs and VVPATs vide letters cited under reference. However, in view of ongoing elections the said instructions are hereby reiterated once again. The above mentioned instructions should be followed scrupulously and any lapse shall be viewed seriously. A copy each of the above instructions is enclosed herewith for ready reference.

Yours faithfully,


(Madhusudan Gupta)
Under Secretary

By Speed Post/Fax

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No. 51/8/7/2014-E:MS

Dated: 19th August, 2014

To,

The Chief Electoral officers of,
All States and UTs.

Subject: Storage of EVMs in educational institutions-regarding.

Sir/Madam,

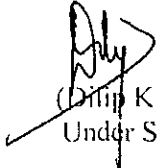
It has been brought to the notice of the Commission that some districts are using premises of the school/educational institutions as EVM Warehouse and stationing/camping of Police/security personnel for guarding the EVMs, which creates unhealthy atmosphere in and around the institution.

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

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

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

Yours faithfully


(Dilip K Varma)
Under Secretary

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 51/8/VVPAT/2015-EMS

Dated: 5th May, 2015

To

The Chief Electoral Officers
of all States and Union Territories

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

Sub: Storage and Safety arrangement of EVMs- regarding

Sir/Madam,

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

I. DURING NON-ELECTION PERIOD

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

A. PHYSICAL VERIFICATION OF EVMs

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

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

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

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

B. STORAGE OF EVMS

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

C. Physical Condition of the Warehouse:

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

C. MOVEMENT OF EVMs

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

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

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

2. DURING ELECTION PERIOD

A. PHYSICAL VERIFICATION OF EVMs

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

B. STORAGE OF EVMs

a) Pre-Poll Storage:

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

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

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

b) Post-Poll Storage:

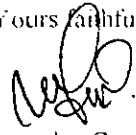
The following instructions shall be strictly followed for the security and safety of strong rooms where the polled EVMs are kept for counting of votes –

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

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

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

Yours faithfully


(Madhusudan Gupta)
Under Secretary

Annexure-A

(Master Stock Register)

Part- A (Control Unit)

Name of State/Union Territory:

Name of District:

Name of sub-division/taluka:

Address of Warehouse:

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

Part-B (Ballot Unit)

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

Annexure-B

(Physical Verification Report)

Name of State/Union Territory:

Name of District:

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

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

(Signature of District Election Officer)

Annexure-C

(Physical Verification Report)

Name of State/Union Territory:

Name of District:

Name of warehouse	Location of warehouse	No. of Control Units in warehouse		No. of Control Units physically verified and FLC done		No. of Control Units found defective during FLC		No. of Ballot Units in warehouse as mentioned in Master Stock Register		No. of Ballot Units physically verified and FLC done		No. of Ballot Units found defective during FLC	
		BEL	ECIL	BEL	ECIL	BEL	ECIL	BEL	ECIL	BEL	ECIL	BEL	ECIL

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

By Speed Post/E-mail

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No. 51/8/7/2016-EMS

Dated: 15th July, 2016

To,

The Chief Electoral Officers of,
All States and UTs.

Subject: Use of Electronic Voting Machines in elections-period of retention thereof-reg.

Reference: 1. Commission's letter no. 51/8/9-Vol.VIII dated 2nd June 1999.
2. Commission's letter No. 51/8/6/2013/EMS, dated 3rd September, 2013
3. Commission's letter no 51/8VVPAT/2015-EMS dated 5th May 2015.

Sir,

Kindly refer to the aforesaid letters of the Commission.

I am directed to state that after taking all the relevant factors into account regarding retention period of EVMs after using in election and for using the same in the subsequent elections, the Election Commission, hereby, directs, under rule 94(aa) of the Conduct of Elections Rules 1961, as follows: -

1. *Every Voting Machine (EVM) used in an election and kept in the custody of the District Election Officer shall be kept untouched, under the standard protocol of security, till confirmation of Election petition position from the High Court concerned after the completion of the period for filing Election Petition i.e. 45 days from the declaration of the result.*

2. *In the case of elections, where no election petitions have been filled or no other court case are pending, after the aforesaid period the EVMs may be used for any future election or any other purpose like movement, physical verification of EVMs etc.*

3. *In case of any election where election petition has been filed, the following action shall be taken:-*

(i) If the EVMs are the subject of the election petition, the EVMs used at all Polling Stations in the constituency concerned shall continue to be kept in the safe custody of the District Election Officer, till such time the Election Petition is finally disposed of by the Courts.

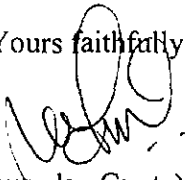
(ii) If the EVMs are not the subject of the election petition, an application may be moved to the concerned Court for allowing the EVMs concerned to be taken out of the strong room for any future election or any other purpose like movement, physical verification of EVMs etc.

(iii) In case EVMs not involved in any Election Petition/Court Case are stored with the EVMs involved in Election Petition/Court case, the following procedure shall be followed for

segregating the EVMs not involved in any election petition/court case from the EVMs involved in EP/Court Case:-

- (a) A Notice informing the opening of Strong Room having EVMs involved in EP/Court Case shall be given to the petitioners/respondents of the EP/Court Case and the representatives of all political parties in writing at least 72 hours in advance, requesting them to remain present at the time of opening of strong room.
 - (b) The strong room shall be opened in the presence of the District Election Officer, Petitioners/respondents of the EP/Court Case and representatives of Political Parties.
 - (c) The EVMs not involved in any EP/Court Case shall be segregated from the EVMs involved in EP/Court Case for taking out of the warehouse. A list of EVMs being taken out from the strong shall be prepared.
 - (d) The EVMs, which are not involved in any EP/Court Case, should be taken out of the warehouse.
 - (e) The entire process shall be videographed.
 - (f) A copy of the list of EVMs being taken out from the strong room and copy of videography shall be given to the petitioner/respondent of the EP/Court Case and acknowledgement taken.
4. If any other Court Case is pending like booth capturing etc. in which any EVM is involved, the EVM concerned or the EVM(s) used at such Polling Station(s) concerned may also be kept till the final disposal of the said case.
5. After the final disposal of the election petitions or other court cases, as the case may be, referred to clauses 3 and 4 above, the EVMs can be used for subsequent elections.

Yours faithfully


(Madhusudan Gupta)
Under Secretary

By Speed Post/e-mail

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No.51/8/7/2017-EMS

Dated: 30th August, 2017

To

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

Subject: Instructions on EVMs & VVPATs Regarding.

Sir/Madam.

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

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

(i) Transportation from Factory to State

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

(ii) Inter State Transportation

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

(iii) Intra State Transportation

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

2 Storage and Security Arrangements for EVMs & VVPATs

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

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

4. Preparation of EVMs & VVPATs (Candidate Setting)

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

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

(b) Manufacturers shall provide Protocol/checklist on preparation of EVMs/VVPATs to DIO/RO beforehand for proper watch on work of Engineers.

(c) Manufacturers shall also depute Sr. Level Engineers at State and District levels for supervision and coordination during preparation of EVMs/VVPATs.

5 Replacement of defective EVMs & VVPATs on Poll Day

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

ELECTION COMMISSION OF INDIA

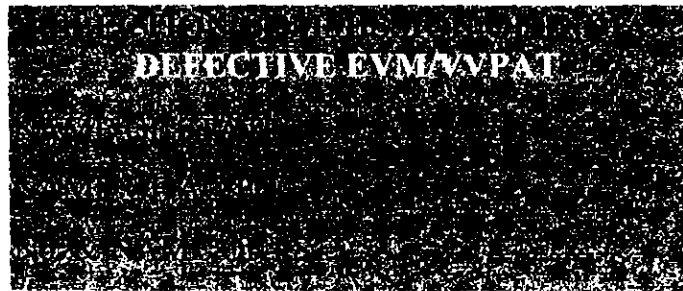
NAME OF STATE.....

NAME OF AC/PC.....

No. & NAME OF PS.....

(Sample of Blue Sticker)

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



(Sample of Red Sticker)

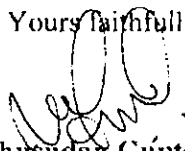
c) Returning Officers shall be responsible for ensuring pasting of these stickers.

6 Repairing of defective EVMs & VVPATs

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

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

Yours faithfully,


(Madhusudan Gupta)

Under Secretary

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi – 110001

No. 51/8/7/2018 – EMS

Dated: 3rd November, 2018

To

The Chief Electoral Officers of
All States and Union Territories.

Subject: General Instructions on Storage of Polled and Unpolled EVMs & VVPATs after Poll & Counting – Regarding.

Sir,

I am directed to say that the Commission has issued instructions from time to time regarding proper storage of various category of EVMs and VVPATs after Poll and counting of votes. However, it has come to the Commission's notice that despite clear instructions to the contrary, unused and unpolled EVMs and VVPATs are stored with the polled EVMs and VVPATs in many cases, resulting in these unused EVMs & VVPATs getting blocked with the polled EVMs, till the completion of EP period, making them unavailable for any other use. In order to avoid this problem and ensure that unused EVMs and VVPATs are free from any encumbrances, it is reiterated that -

After poll, all available EVMs and VVPATs are divided in four categories, as under:

Category A: Polled EVMs & VVPATs: Those EVMs in which votes polled at polling stations are recorded and which are closed at the end of poll after following due procedure. VVPATs those were used during actual poll and contains printed paper slips (*Ballot slips*) in its Drop Box (*Ballot Compartment*).

Category B: Defective Polled EVMs & VVPATs are those which become defective after some votes are recorded in EVM or after printing of some paper slips (*Ballot slips*) VVPAT become defective i.e. goes in error.

Category C: Defective Unpolled EVMs & VVPATs are those which become defective before commencement of poll and are replaced.

Category D: Unused EVMs & VVPATs are those which are with Sector/Zonal/Arca Magistrate, as reserve and are not used in actual poll.

Storage of EVMs & VVPATs after Poll & Counting of Votes: EVMs & VVPATs of Category 'A' & 'B' (*i.e. Polled and Defective Polled*) shall be stored in the Strong Room as per procedure laid down.

EVMs & VVPATs of Category 'C' & 'D' (*i.e. Defective unpolled and Unused Reserve*) shall be stored securely separately in a different room, which shall not be in the vicinity of AC strong room. Category 'C' & 'D' units shall not be stored in Strong Room having category

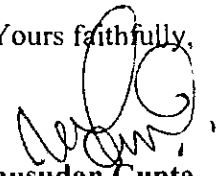


'A' & 'B' EVMs & VVPATs, under any circumstance, to ensure that unused EVMs and VVPATs are not blocked with the polled EVMs/VVPATs till the EP period is over and remain available for any other purpose. Security of minimum of 1/2 Section shall be provided to this separate room also. Separate room for storage of EVMs and VVPATs for 'C' and 'D' categories shall be identified and earmarked well in advance and intimated to the candidates.

After completion of counting of votes, EVMs & VVPATs of Category 'A' & 'B' shall again be stored in a Strong Room following the due procedure, however, it shall be ensured that EVMs & VVPATs of 2 or more than 2 assembly constituencies shall not be kept in the same strong room till the completion of Election Petition period.

The Chief Electoral Officers of Chhattisgarh, Madhya Pradesh, Mizoram, Rajasthan and Telangana are requested to send a booklet of photographs of strong rooms (AC-wise) earmarked for storing of (1) EVMs and VVPATs of categories 'A' and 'B' and (2) EVMs and VVPATs of categories 'C' and 'D', to the Commission for its information, addressed to Sh. Anoop Kumar, Secretary, Election Commission of India.

Yours faithfully,


Madhusudan Gupta
Under Secretary

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 52/10/2018-EMPS

Dated: 13th November, 2018

To

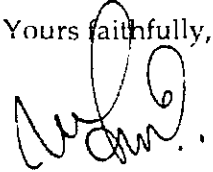
The Chief Electoral Officers
of All States and Union Territories.

Subject: Hiring of warehouse for EVM/VVPAT- regarding.

Sir/Madam,

I am directed to refer to the Commission's letter No. 51/10/2017, dated 18th April, 2018, whereby it was directed that the Chief Electoral Officers shall take immediate action for hiring of suitable warehouse building/premises to meet any shortfall in warehousing space for storage of required number of EVMs and VVPATs in their States/UTs so that the smooth despatch, delivery and storage of EVMs and VVPATs is not hampered. The Commission has considered the matter and decided that warehouse of Food Corporation of India (FCI), Central Warehouse Corporation (CWC) or States Warehouse Corporation shall be used for storage of EVMs/VVPATs only as a last resort, after exhausting all other options.

Yours faithfully,



(MADHUSUDAN GUPTA)
UNDER SECRETARY

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 51/8/7/2018-EMS

Dated: 6th December, 2018

To

The Chief Electoral Officers of
All States and Union Territories.

Subject: General Instructions on Storage of Polled and Unpolled EVMs & VVPATs after Poll and Counting-Regarding.

Sir/Madam,

I am directed to refer to the Commission's letter of even number, dated 3rd November, 2018, on the subject cited, and to state that last line of Para 10.11 of Chapter-10 (Instructions to Zonal/Sector/Area Officers regarding EVMs) of 'Manual on Electronic Voting Machine and VVPAT (July 2018, Document 2- Edition 3), which is extracted below, stands deleted.

"However, for safe storage of EVMs of 'C' and 'D' categories by Zonal/Sector/Area Officers after poll, a separate storage-room shall be earmarked so that these EVMs can be stored safely before depositing in store room on the very next day."

2. In this regard, Para 6 of the Commission's letter No. 51/8/7/2014-EMS, dated 24th April, 2014, is reiterated which is reproduced as under:-

"It is reiterated that under no circumstances any person will take any EVM, whether polled EVMs or reserve EVMs in the custody of sector officers, to his home or any private place. All polled EVMs and all reserve EVMs after the poll shall be under cover of armed police at all times. **Reserve EVMs should also be returned at the same time when the polled EVMs are returned at the receipt center.** Reserve EVMs shall not be kept in the strong room meant for polled EVMs. They shall be kept in another strong room meant for keeping reserve EVMs. It must be ensured that all reserve EVMs are also deposited in the strong room meant for reserve EVMs at the same time when the polled EVMs are deposited in the strong room meant for polled EVMs."

3. Further, it is directed that for safe storage and safety of EVMs and VVPATs of Category 'C' & 'D' (i.e. Defective unpolled and Unused Reserve) and reserve EVMs and VVPATs, the compliance of the following shall be ensured without exception:



(a) Under no circumstances, any person will take any EVM/VVPAT, whether provided for poll or polled or reserve, to his home or any private place.

(b) All EVMs and VVPATs provided to polling parties or Zonal/Sector/Area Officers/Magistrates shall be under cover of armed police **at all times**.

(c) All EVMs and VVPATs of Categories 'A' & 'B' (i.e. Polled and Defective Polled) and Category 'C' & 'D' (i.e. Defective unpolled and Unused Reserve), after the poll shall be under cover of armed police **at all times**.

(d) All EVMs and VVPATs of Category 'C' & 'D' (i.e. Defective unpolled and Unused Reserve), after the poll shall be returned at the same time when the EVMs and VVPATs of Categories 'A' & 'B' (i.e. Polled and Defective Polled) are returned at the receipt center.

(e) All EVMs and VVPATs of Category 'C' & 'D' (i.e. Defective unpolled and Unused Reserve) shall not be kept in the strong room meant for polled EVMs. They shall be kept in another pre-designated separate strong room meant for keeping All EVMs and VVPATs of Category 'C' & 'D'. It must be ensured that all EVMs and VVPATs of Category 'C' & 'D' are also deposited in the pre-designated separate strong room meant for all EVMs and VVPATs of Category 'C' & 'D' at the same time when the all EVMs and VVPATs of Categories 'A' & 'B' (i.e. Polled and Defective Polled) are deposited in the strong room meant for the all EVMs and VVPATs of Categories 'A' & 'B', under intimation to candidates and proper videography.

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

Yours faithfully,


(Anoop Kumar)
Secretary

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No.51/8/7/2019-EMPS

Dated: 29th January, 2019

To

The Chief Electoral Officers of
All States and Union Territories.

Subject: Standard Operating Procedure on temporary storage of EVMs and VVPATs.

References: 1. ECI's letter No. 51/8/7/2018-EMS, dated 3rd November, 2018.
2. ECI's letter No. 51/8/7/2018-EMS, dated 6th December, 2018.

Sir/Madam,

I am directed to state that the Commission has already prescribed detailed Standard Operating Procedure (SoP) for storage of EVMs and VVPATs. In spite of that some instances had brought to notice of the Commission that reserved EVMs & VVPATs were kept in private place or police stations, resulting creating avoidable doubt on storage and safety of EVMs and VVPATs.

2. The Commission has directed that apart from the above referred instructions, for keeping reserve EVMs and VVPATs, the following Standard Operating Procedure shall be strictly followed:

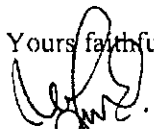
(a) As far as possible, reserve EVMs and VVPATs shall be provided to Sector Officers/Zonal Magistrates on Poll Day.

(b) In case reserve EVMs and VVPATs are to be provided to Sector Officers/Zonal Magistrates before Poll Day, the reserve EVMs and VVPATs shall be kept at Government Building with proper security. In absence of Govt. Building, reserve EVMs and VVPATs may be kept at police station in exceptional circumstance only with written approval from the Chief Electoral Officer concerned.

(c) The place of storage of reserve EVMs and VVPATs shall be identified and earmarked in advance and intimated to all contesting candidates/their agents.

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

Yours faithfully,


(Madhusudan Gupta)
Under Secretary

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 51/8/6/2019-EMPS

Dated: 12th March, 2019

To

The Chief Electoral Officers of
All States and Union Territories.

Subject: General Instructions on Storage of EVMs & VVPATs –regarding.

- Ref.**
1. 51/8/VVPAT/2015-EMS, dated 5th May, 2015.
 2. Commission's letter No. 51/8/VVPAT/2017-EMS, dated 2nd November, 2017.
 2. Commission's letter No. 51/8/7/2018-EMS, dated 3rd November, 2018.
 3. Commission's letter No. 51/8/7/2018-EMS, dated 6th December, 2018.

Sir,

I am directed to refer to the Commission's instructions referred above in the matter, and to bring more clarity on storage of EVMs and VVPATs, the following instructions shall be followed:

1. Storage of EVMs and VVPATs after first randomisation of EVMs and VVPAT till dispersal of polling parties/materials

- (a) After first randomization of EVMs and VVPATs, EVMs and VVPATs shall be stored in strong rooms Assembly Constituency (AC)/Assembly Segment (AS) wise. In no case EVMs and VVPATs pertaining to more than one AC or AS shall be kept in the same strong room.
- (b) In case of simultaneous elections, EVMs and VVPATs pertaining to Assembly Constituency and Assembly Segment shall be stored separately in separate strong rooms i.e. in no case EVMs and VVPATs pertaining to AC shall be kept with EVMs and VVPATs pertaining to AS of PC in the same strong room.
- (c) In exceptional case, if it is not possible to keep EVMs and VVPATs AC/AS-wise in separate strong rooms and need to be kept in one or more than one big strong room, temporary separate strong rooms shall be made for each AC/AS within big strong room. Each temporary strong room should have separate entry and double lock system. However, this arrangement shall only be made in exceptional circumstances only and SHALL require Commission's approval.

2. Storage of polled EVMs and VVPATs after poll till counting day:

- (a) The instructions mentioned above shall also be applicable for storage of polled and defective polled EVMs and VVPATs.



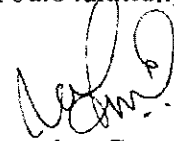
- (b) In no case BUs, CUs and VVPATs shall be kept separately.
- (c) Returning Officer may earmark inside the strong room, specified parts of the floor space in the form of squares in advance for stacking the voting machines received from particular polling stations. The arrangement for this should follow the serial number of polling stations. All BUs, CUs and VVPATs received from one polling station must invariably be kept together at one place on the same square.
- (d) If it is not feasible to store polled EVMs and VVPATs (including defective polled) in a single strong room (AC/AS-wise), the following protocol may also be followed:
- (i) If polled EVMs and VVPATs (including defective polled) are need to be kept in two strong rooms, adjacent to each other within a building, outside of all such strong rooms, a notice be pasted indicating the particular of elections, AC/AS name and No. and serial number of polling stations. Ex. Strong Room 1 having EVM/VVPAT of PS 1 to 100 and Strong Room 2 of PS 101 to 200.
 - (ii) For storage of polled EVMs and VVPATs (including defective polled) two or more layers of storage by fabricating storage racks of steel/iron may be considered.
 - o Each rack can be of 6 feet in length and 2 feet in width with provision for fixing a ply board of 6 mm thickness. It will have a 6-inch foot to be grouted in the floor using cement mortar to provide strength at all four corners.
 - o Each such rack may have a height of 40 inches to ensure that in case of use of multiple BUs, there is adequate space to store all machines of a polling station in one compartment of 2ft. X 2ft.
 - o The two racks placed back to back shall be separated with a ply board of 6 mm thickness, as indicated above, to prevent any shifting of EVMS and VVPATs during storage.
 - o On the front panel of each rack, the polling station number shall be painted in white colour with black background for easy visibility. This will meet the requirements that the EVMs and VVPATs are stored polling station wise in a serial order and as per the layout of the strong room.
 - o In case of use of 2 VVPATs, (either due to replacement of VVPAT failure or due to replacement of CU or BU), the stacking of the



racks be done with the VVPATs at the bottom, followed with BUs placed above it and the CU on top.

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

Yours faithfully,



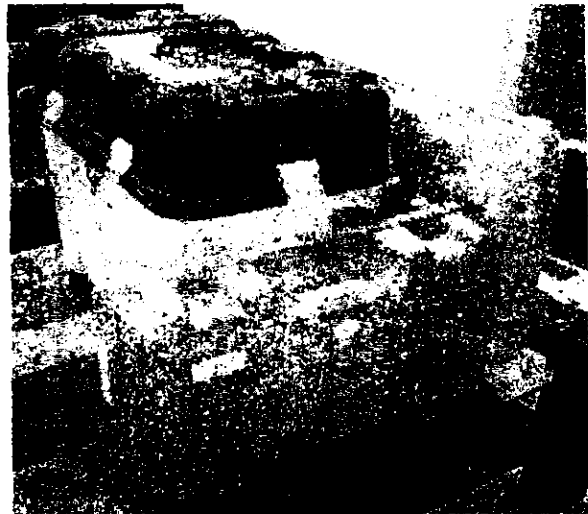
(Madhusudan Gupta)
Under Secretary

**STORAGE LAYOUT FOR SINGLE SET EVM:
SPACE REQUIRED 4 SQ. FT. (24"X24"X40") (L X W X H)**



**STORAGE LAYOUT
FOR
SINGLE SET OF
EVM
(CU, BU) & VVPAT
DESIGN OPTION 1**

**STORAGE LAYOUT
FOR SINGLE SET OF
EVM (CU, BU) &
VVPAT
DESIGN OPTION 2**



Ref

**STORAGE LAYOUT FOR SINGLE SET EVM
WITH 2 VVPAT (VVPAT REPLACEMENT)
SPACE REQUIRED 4 SQ. FT. (24"X24"X40") (L X W X H)**

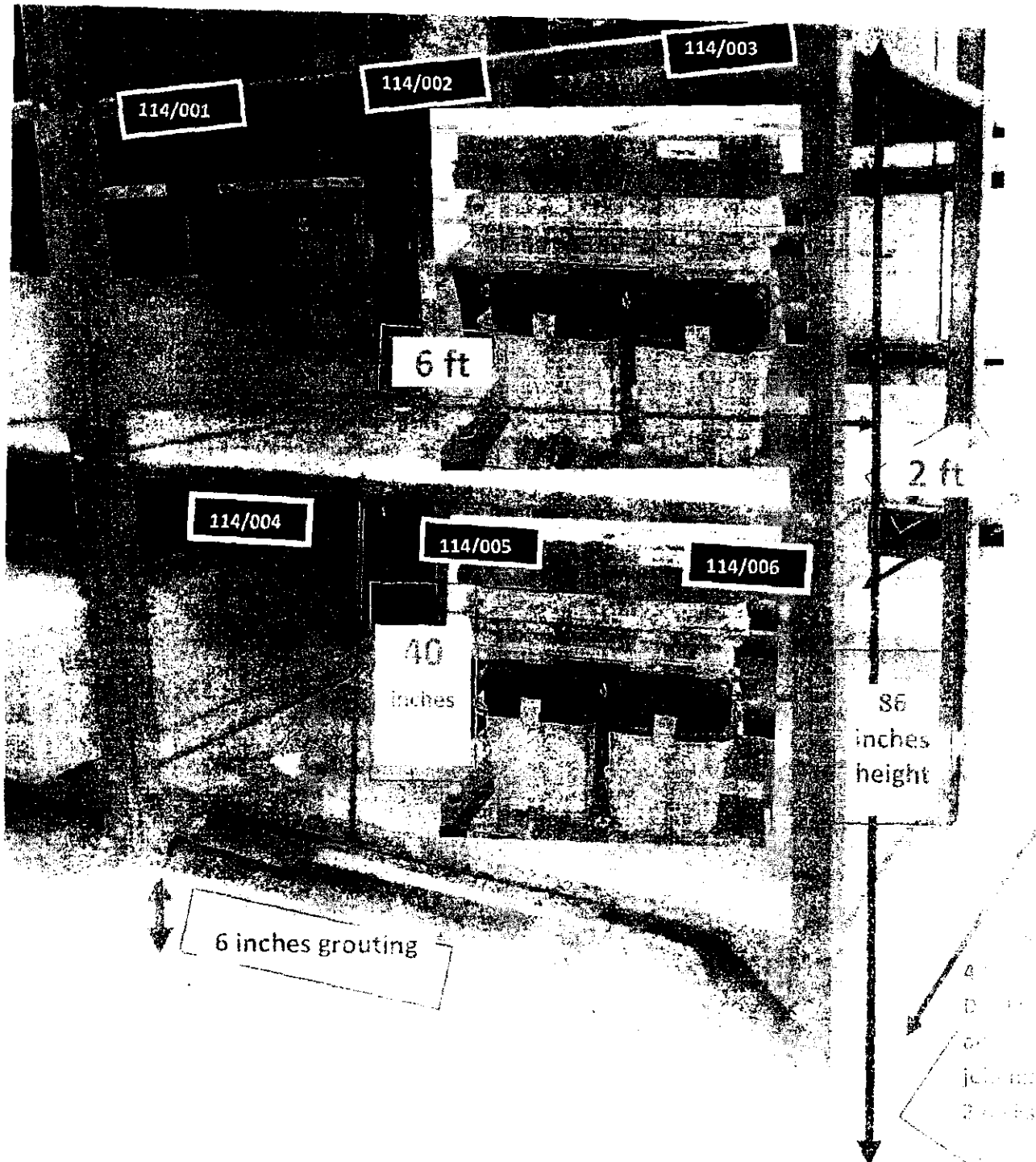


**STORAGE
LAYOUT
FOR
SINGLE SET OF
EVM
WITH VVPAT
REPLACEMENT**

**STORAGE LAYOUT FOR 2 SETS OF EVM
WITH VVPAT (FAILURE OF CU BU CASES)
SPACE REQUIRED 4 SQ. FT. (24"X24"X40") (L X W X H)**



Ref



114/001

114/002

114/003

6 ft

114/004

114/005

114/006

40
inches

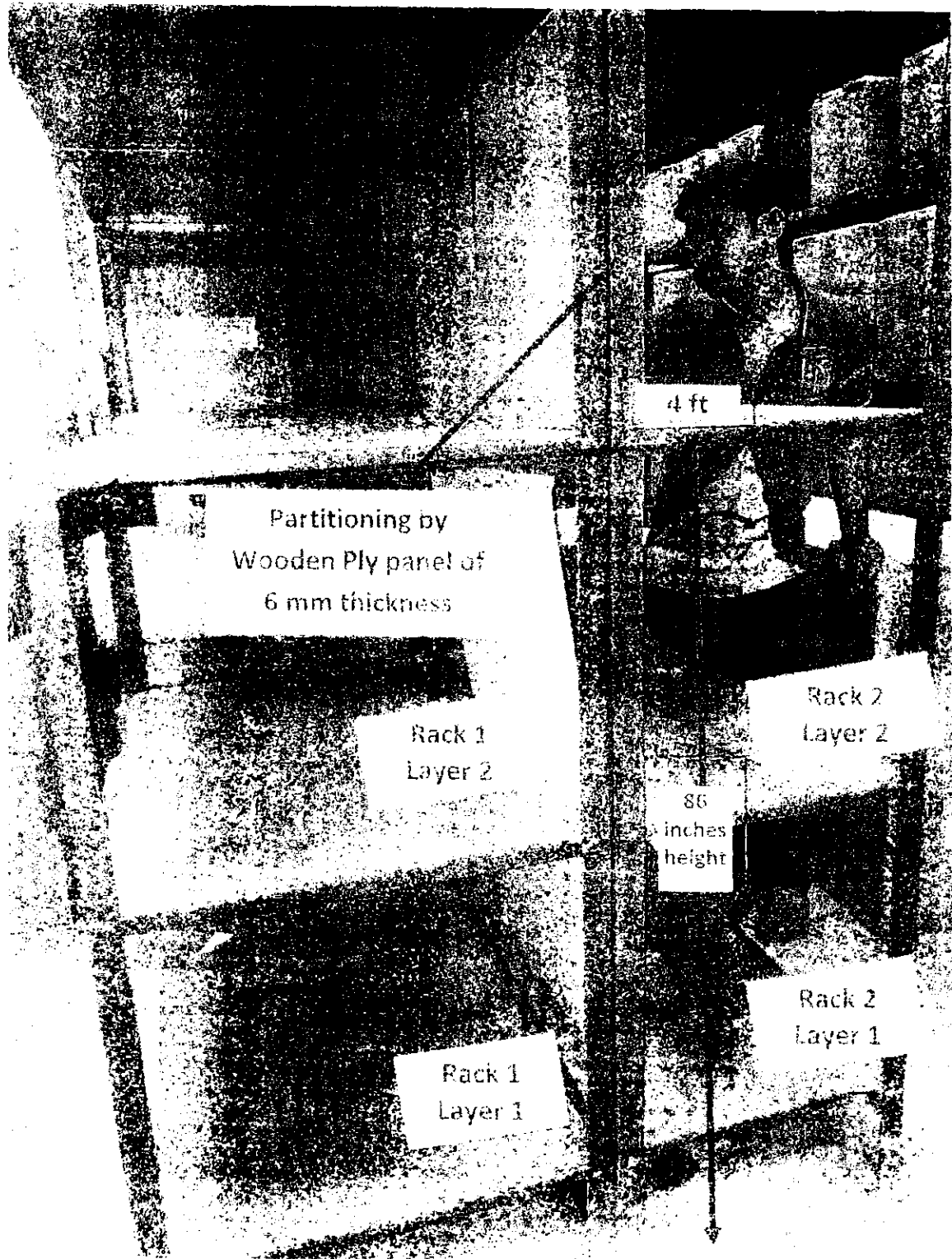
86
inches
height

6 inches grouting

2 ft

4 ft
D
2 ft
joint
3 ft

ref



Partitioning by
Wooden Ply panel of
6 mm thickness

Rack 1
Layer 2

Rack 1
Layer 1

Rack 2
Layer 2

Rack 2
Layer 1

4 ft

86
inches
height

Handwritten mark

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 51/8/7/2019-EMPS

Dated: 29th March, 2019

To

The Chief Electoral Officers of
All States and Union Territories.

Subject: EVM-Intermediate Strong Rooms for Polling Team staying with EVMs at intermediate location before poll and after poll-regarding.

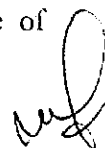
Ref. Commissions' letter of even number dated 29th January, 2019

Sir/Madam,

I am directed to state that the Commission, vide its letter cited under reference, had prescribed detailed Standard Operating Procedure (SoP) for storage of EVMs and VVPATs in case reserve EVMs and VVPATs are provided to Sector Officer/Zonal Magistrate before Poll Day. The Commission has received references from the State for keeping EVMs & VVPATs alongwith election materials provided to the polling parties dispatched before poll day and arrival of polling parties after poll day, where EVMs are required to be stored in intermediate strong rooms.

The Commission has considered the matter and prescribed the following SoP for P-2/P-3 despatch and P+1 arrival of Polling Parties :

- i. A Govt. building shall be earmarked at the cluster point for polling parties and EVMs and VVPATs of P-2/P-3 despatch Polling Stations. The Returning Officers shall inform the same to all the contesting candidates in writing. Police Stations should not be used for such cluster points.
- ii. A room may be earmarked as strong room for storing EVMs & VVPATs of the P-2/P-3 PSs at these designated Govt. buildings. All EVMs & VVPATs shall be kept in the said strong room and sealed in the presence of Sector Officers and entire process shall be videographed. The contesting candidate may be allowed to nominate their representative to watch the whole process, if they so desire.
- iii. In case there is more than one assembly segment involved, a sturdy partition should be made for each assembly segment of the said strong room in such a way that it can be properly secured by double lock system/seals etc. Under no circumstance, the units form Assembly segment strong room should be mixed with other assembly segment.
- iv. When the EVMs/VVPAT are taken out of the AC-strong rooms for dispatch/arrival to/from Polling Station, the usual precaution of informing the date and time of

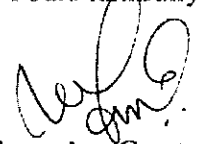


opening of strong room in writing to the candidate/agents shall be followed. Other instruction of ECI as mentioned in the Chapter-9 of Commission's Manual on EVM/VVPAT (February, 2019 Edition-4) should strictly be followed.

- v. A logbook shall be maintained for opening and closing of the said strong room.
- vi. The aforesaid process shall also be followed for P-1 arrival of Polling Parties. Minimum half section CAPF shall guard the intermediate strong room, where polled EVMs are stored.

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

Yours faithfully,



(Madhusudan Gupta)
Under Secretary