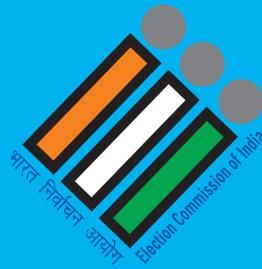




HAND BOOK FOR OBSERVERS

February 2018

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भारत निर्वाचन आयोग
Election Commission of India

Nirvachan Sadan, Ashoka Road, New Delhi-110001

"No voter to be left behind"

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1. BACKGROUND

1. Different democracies have different types of Election Observation. The Election Observation includes the observation by domestic Observers as well as Observers by external agencies such as United Nations, Commonwealth, and other external election watch groups and so on. However, in the Indian context, the election Observation has always been a domestic initiative. The concept of election observation by the domestic Observers itself has been evolved over a period of time, as the complaints during the election process were far and few in the initial years. There was no concept of deputing Election Observers from one State to another State. Initially, as and when complaints were received, some officials from the Election Commission’s headquarters were deputed. Over a period of time the number of complaints gradually increased, however, the deputation of Election Commission’s officials had a serious limitation.
2. Commission started deputing some senior officials from the same State to observe election process in a constituency or a group of constituencies. But the concept of deputing senior officers as the Election Commission’s Observers took a firm root only from the beginning of the year 1990s. Over a period of nearly last two decades, the deputation of Election Observers from one State to another State has become an integral part of the election management in the country. Currently, mostly the officers who belong to All India Services and Central Services like IRS, CBDT and CBEC, IDES are being deputed as the election observers.

2. STATUTORY BASIS OF APPOINTMENT

1. Observers of the Election Commission of India are appointed under the powers conferred on it by Section 20B of the Representation of the People Act, 1951 and the plenary powers available to the Commission under the Constitution of India. They are the appointees of the Commission working under the superintendence, control and discipline of the Commission for the period from their appointment until the process of election is completed.
2. The Representation of the People Act, 1951 was amended in August, 1996 to add a new Section 20B. This provides statutory powers to the Observers to watch the conduct of elections and especially in respect of counting of votes.

3. Section 20B reads as follows: - “1[20B. Observers.-

- (1) *The Election Commission may nominate an Observer who shall be an officer of Government to watch the conduct of election or elections in a constituency or a group of constituencies and to perform such other functions as may be entrusted to him by the Election Commission.*
- (2) *The Observer nominated under sub-section (1) shall have the power to direct the returning officer for the constituency or for any of the constituencies for which he has been nominated, to stop the counting of votes at any time before the declaration of the result or not to declare the result if in the opinion of the Observer booth capturing has taken place at a large number of polling stations or at places fixed for the poll or counting of votes or any ballot papers used at a polling station or at a place fixed for the poll are unlawfully taken out of the custody of the returning officer or are accidentally or intentionally destroyed or lost or are damaged or tampered with to such an extent that the result of the poll at that polling station or place cannot be ascertained.*
- (3) *Where an Observer has directed the Returning Officer under this section to stop counting of votes or not to declare the result, the Observer shall forthwith report the matter to the Election Commission and thereupon the Election Commission shall, after taking all material circumstances into account, issue appropriate directions under Section 58A or Section 64A or Section 66.*

Explanation.- For the purposes of sub-section (2) and sub-section (3), “Observer” shall include a Regional Commissioner or any such officer of the Election Commission as has been assigned under this section the duty of watching the conduct of election or elections in a constituency or group of constituencies by the Commission.

3. OVERVIEW OF OBSERVER’S DUTY

1. By dint of their seniority and long experience in the administrative services, General and Police Observers are expected to be in a position to assist the Commission in the conduct of free and fair polls.
2. They will also be able to oversee the efficient and effective management of the electoral process at the field level.

3. For all purposes, they will act as the eyes and ears of the Commission during the period of the election (and not the mouthpiece) and provide direct inputs to the Commission from the field as an interface with the election machinery the candidates, political parties, and electors to ensure that the Acts, rules, procedures, instructions and guidelines related to elections are strictly and impartially complied with by all concerned.
4. Their inputs/observations are confidential and solely for the use of the Commission and not for any other agency including media. They must not, therefore, interact with or respond to the queries of the Press even after the elections are over.
5. It is clarified that while the formal report/input/observation sent by the Observers are meant for the use of the Commission, it does not mean that the observers will not discuss with the CEO/RO/DEO about their observation on various aspects of election management in order to facilitate midcourse corrections.
6. However, the Observers shall not mark copies of their formal reports to the Commission, to any other person including CEO/RO/DEO.
7. It should be kept in mind that the objective of the deputation of the Observer is not to find fault but to facilitate field administration in ensuring a free and fair poll.

4. BRIEFING OF OBSERVERS

1. The appointment of an officer as an Observer and the intimation for the briefing meeting shall be communicated by the ECI through the nodal officer of the State and Central Government who shall coordinate with Election Commission for various issues including provision of list of officers for appointment as observers. No request for exemption shall be entertained for this meeting and any replacement should be done only with the permission of ECI. Replacement requests shall not be entertained without serious reasons.

5. TOURS AND ABSENCE FROM HEADQUARTERS

1. All Observers should seek prior permission from the Commission every time they want to leave the headquarters on personal work or on official work not connected with performance of their duties as Observers.

2. Any request in this regard for special permission shall be made to the Deputy Election Commissioner (in charge of the State/UT).
3. No Observer is allowed to go on a foreign trip during the period intervening between the briefing session and the completion of election process.
4. No requests in this regard should be made to the Commission. Only in case of receipt of late intimation about selection to attend a foreign training, which had been duly sponsored by the DOPT may recommend release of such officer by substituting an officer of equivalent or high rank.
5. All such requests shall be addressed by the respective Nodal Officers to the Commission.

6. REQUESTS FOR LEAVE

1. No officer appointed as Observer or kept in Reserve List shall proceed on any kind of leave without prior approval of the Commission till the completion of the election in Constituency (ies) in which officer has been appointed as Observer or for which Observer has been kept in reserve.
2. All correspondence in this regard shall be addressed to Deputy Election Commissioner (in charge of the State) by name.

7. OBSERVER PORTAL

1. A web portal has been made for observers. Link to the Observer Portal is given on the website of the Commission (<http://www.eci.nic.in>).
2. Observers have been communicated their user ID and Password in the briefing letter. They must change their password when they login for the first time.
3. Observer Portal is the best method of communication between Observers and the Commission.
4. All the latest instructions of the Commission are available on the portal. Message for Observers are also given on the message board of the portal.

5. Observers should, therefore, check the portal frequently. Similarly, observers should send their reports to the Commission by uploading on the Observers Portal.
6. Observers may give their mobile no. on portal so that notifications may be sent to the mobile for timely action by Observers.

8. ROLE OF OBSERVERS

1. Section 20B of the Representation of Peoples Act, 1951 has vested the Observers with some statutory powers. They are empowered to direct RO to stop counting or not to declare for the reasons specified in Section 20B.

Besides the above-mentioned statutory powers, they have got certain very important roles to play which include: -

- a) Observing the processes of scrutiny of nominations and withdrawal of candidature by the RO, and Report back to the Commission promptly in case of any irregularity;
- b) Examination of the video clipping of the nomination process as well as making proper investigation on the complaints received in connection with the process of nomination. Also to examine the unresolved grievances by the candidate/ political parties about the allotment of symbols;
- c) Effective monitoring of implementation of MCC and detecting cases of violation of the model code of conduct by watching the video clippings of various meetings and, if needed, even by visiting important rallies to get first hand input, enforcement of the defacement of property act, training of Micro-Observers and such other things;
- d) Though checking the account of expenditure of the candidates is entrusted to Expenditure Observers, however, General Observer are also required to do so, in case of exigencies, if directed by the Commission.
- e) Tracking dispatch of postal ballot papers to the service voters, ensuring the setting up of the facilitation counters for polling officials, police and security personnel etc., in accordance with the

recent guidelines of the Commission and sending specific report in this regard to the Commission.

- f) Checking randomization software, reviewing the process of randomization of the polling personnel, obtaining report from the DEO regarding first level randomization; and
 - g) Observing and regulating the counting process. Observer has to sign the round wise counting sheets as proof of his/her satisfaction. She/he can direct the Returning Officer to stop counting of votes or declaration of result, if she/he notices any irregularities and bring the matter to the notice of the Commission for further directions.
2. Apart from the direct executive role of the observer, as enlisted above, Observers are expected to observe and report on all the steps involved in election management. An illustrative list is as below:

A. Nominations, Scrutiny ,Withdrawal and Symbol allotment

- I. The General Observers, arrive on the last day of nomination and thus does not observe the process of nomination in person, however, during the first visit they should get the video recording of the nomination process from the RO and see the recordings to get an overview of compliance of ECI Instructions and report major violations, if any, with specific reference to Commission’s instructions regarding number of people allowed to be present during Nominations.
- II. Scrutiny is a quasi-judicial process and should be conducted by the RO without any outside influence. However, Observer can ensure that RO is aware of the latest instructions; he has the latest list of disqualified candidates and the latest symbol order.

The Observer should observe the scrutiny process and report glaring error to the Commission. The observer should send tabular information of all rejected cases with reasons thereof. Observers should, however, abstain from directing or advising the RO. Observer may remind RO that the scrutiny proceedings can be adjourned in case an opportunity is to be provided or if any legal provision needs to be examined that requires time.

- III. Allotment of symbol is a process that is very technical and requires due care. It should be ensured that RO is aware of the provision of issue of reserved symbols and free symbols. He should have the latest list of political parties and election symbols. Another important aspect to be kept in mind is the symbol concession orders issued by Commission. After allotment of symbols, the list of contesting candidates should be prepared in Form 7A.

B. Electoral Roll Related

- I. It should be ensured the EPICs prepared during the last days are properly distributed to the electors and are not left with some intermediary.
- II. Although no deletions can be made from the roll, absentee and dead and duplicate voters should still continue to be tracked and a separate list of such voters should be prepared Polling Station-wise that can be used on the day of Poll.
- III. The last supplement is prepared after the date of withdrawal by manually marking the mother roll and previous supplement based on the last supplement. This activity has to be closely observed and ensured that efforts have been made to avoid any mistakes at this stage.
- IV. It should be ensured that the copies given to the candidates are exactly the same as that which would be used on the poll day by the polling party. Observer should see the latest instructions of the Election Commission, dated 11.12.2013 on this matter.

C. Campaign Period

- I. During the campaign period, General Observers should monitor the implementation of Model Code of Conduct (MCC) and measures to prevent occurrence of electoral offenses. In this regard, the Observers should bring lapse to the notice of DEO, CEO and report to the Commission, if required but abstain from any executive action on their part.
- II. Meeting with candidates to explain the provisions of Model Code of Conduct and the instructions of Commission thereunder.
- III. Observe various events like political meets, visits of star campaigners etc.

- IV. Monitor the work done by teams constituted for enforcement of MCC.
- V. Monitor dummy candidates, surrogate advertisements and paid news.
- VI. Review video recordings of activities of those candidates for whom video trailing has been resorted to.

D. Pre-Poll Election Management

- I. Monitor preparation of dispatch of postal ballot papers to service voters immediately after the preparation of list of contesting candidates i.e. Form 7-A.
- II. The first randomization of the election staff is done before the Observers arrive. The second and third randomization is, however, done in the presence of Observers.
- III. First level of EVM randomization is done before the arrival of the Observer but the second level randomization is done in the presence of Observers.
- IV. Training is an activity on which special emphasis should be provided. Observers should monitor that proper training is arranged for the election staff, especially with regard to recent instructions of EC and related to operation of EVMs.
- V. Monitor adherence to the instructions of the Commission regarding issue of postal ballot papers to the polling staff and voting through them.
- VI. Visit polling stations and monitor that all polling stations are visited by election official for verification from fitness angle. Verify whether the list of polling stations is approved by the Commission and the assured minimum basic facilities have been provided.
- VII. Go through the exercise of Vulnerability mapping and identification of critical booths and critical clusters done by the DEO/SP and finalize and list of critical polling stations and critical clusters.
- VIII. Discuss and approve the District Security Plan with the DEO and the SP and review the law and order issue in general. Review the availability of CPF, SAF

and District Police. Review the preventive measures taken by the law and order implementation machinery.

- IX. Review the Communication Plan and confirm dry runs.
- X. Review Control Room arrangement and complaint monitoring system.
- XI. Training and placement of Micro Observers
- XII. Ensure that proper arrangements for dispatch have been made. The dispatch should normally be on the day before the poll and any exception should have prior approval of the Commission.
- XIII. Review counting arrangements.

E. Poll Day Management

- I. Monitor placement of Sector Officers and Micro Observers.
- II. Monitor conduct of mock polls and receipt of mock poll certificate in prescribed format signed by PO. Review the polling stations with no or only one polling agent.
- III. Review the pace of poll and percentage of polling at regular intervals.
- IV. Keep track of occurrence of any special events during the poll day.
- V. Keep track of any delays or temporary suspension of poll.
- VI. Report anything exceptional to the CEO and the Commission.
- VII. Ensure that proper arrangements for receipt of polling staff and polling material are made. Every receiving team should be well equipped with a checklist of items to be received. Ensure that the non-statutory documents are not locked with the EVMs in that strong room.
- VIII. Ensure that a “special counter” is setup for receipt of polling parties from those polling stations where any special events has been reported and on receipt, proper documentation, along with the statement/report of the Presiding Officer, if required, is done.

F. Post Poll

- I. Scrutiny of documents relating to poll is an important analytical tool to analyze proper conduct of elections and taking re-poll decision. Scrutiny is done for those polling stations that fall within the criteria as per Commission’s instructions in the presence of Observer on the next day of the poll.
- II. Report to the Commission about the conduct of poll and requirement of re-poll, if any.

G. Counting

- I. Review the arrangements for counting made by the DEO.
- II. The randomization of counting staff is done in the presence of Observer.
- III. Monitor that the counting of postal ballot taken up before the EVMs but the EVM counting is not held up till the completion of postal ballot counting.
- IV. The Observer has to ensure that the results as tabulated by the counting staff and the additional counting staff, drawn from the central government establishment, tally.
- V. Conduct random test for two EVMs in every round and take corrective action as per the directions of ECI, in case any mistakes are found.
- VI. Ensure that during the counting, round-wise results are announced as and when they are finalized.
- VII. Certify proper completion of counting process and allow RO to declare results, if satisfied with the counting process.
- VIII. Report cases of recount to the Commission.

9. REPORTS BY OBSERVERS

1. Both General and Police Observers are required to submit arrival and departure report to the Commission immediately after reaching constituency(ies)/ District and also, just before leaving the constituency(ies) / District. (Format of the arrival/departure report is attached at Annexure-II).

2. Apart from the arrival and departure reports, the Commission, now, expects 5 mandatory reports from the General Observers and 4 mandatory reports from Police Observers against the previously required 6 and 5 reports respectively. However, in case of any serious deviations, the Observers should bring it to the notice of ECI through interim report(s) as and when necessary.
3. In case of General Observers –
 - I. 1st Report – To be submitted immediately after the withdrawal of candidature.
 - II. 2nd Report - To be submitted 2 days before the poll-day (P-2 days).
 - III. 3rd Report – To be submitted immediately after the completion of poll.
 - IV. 4th Report- To be submitted after scrutiny of form 17A on the day after the poll.
 - V. 5th Report- To be submitted after the counting of the votes.
4. In case of Police Observers-
 - I. 1st Report- To be submitted on the 2nd day of reaching the allocated district.
 - II. 2nd Report- To be submitted on the 5th day of reaching the allocated district.
 - III. 3rd Report- To be submitted 2 days before the poll day (P-2 days).
 - IV. 4th Report- To be submitted immediately after the completion of poll.
5. Oral communication with the Commission, on urgent matters which cannot be kept pending till the written report, through telephone or through any other fast and reliable means, during the field visit will be welcome. All telephonic communication should preferably be held with the Secretary concerned and must be followed by a written message in confirmation.

10. POSTAL BALLOT FOR OBSERVERS

1. Rules 17 to 20 of the Conduct of Elections Rules, 1961 provide that voters on election duty are entitled to vote by post. The term “Voters on Election Duty” includes a public servant, who is an elector in the constituency and is by reason of his/her being on election duty, is unable to vote at the polling station where he/she is entitled to vote. Observers are also covered in this category. As Commission does not appoint any officer as observer in the Home State/State of posting.
2. If an Observer is registered as an elector in any constituency, he/she can apply for a postal ballot paper to the Returning Officer of the Constituency concerned in Form 12. The Observers may write or contact the Returning Officer of the Constituency concerned and present his/her duly filled in Form 12, to obtain a Postal Ballot Paper.

11. ARRIVAL OF OBSERVERS IN THE CONSTITUENCIES

1. The Observer is mandated to report in the constituency on the last day of filing of nominations in forenoon.
2. The DEO may appoint an English knowing officer as the liaison officer for the Observer and the liaison officer receive the Observer at the point of his/her arrival in the State and escort him/her to the place of stay.
3. The DEO has to make arrangements for accommodation, vehicle and communication, like Internet, fax, office stationery etc.
4. The information/particulars as enumerated in the check list (Annexure-I) are to be provided to the Observer on his/her arrival along with the District Election Plan and a map, by the DEO/RO.

12. INTERFACE OF ROs/AROs AND DEO

1. The DEO will organize a structured meeting with the Observers as early as possible. All the ROs, AROs, SP, other election officials including the nodal officers for media cell, model code of conduct and the designated officers for Expenditure monitoring should be present in the meeting to apprise the Observers about the specific issues needing their special attention.

2. The Observer should proactively use this meeting to familiarize with the state of preparedness of the district administration in all aspects.
3. The Observer should monitor that:
 - (i) The posting of requisite officers for RO and ARO has been completed (including for counting)
 - (ii) The identification of all the venues, which will be used for dispatching, receiving and counting, has been done and reviewed.
 - (iii) The list of polling stations has been finalized.
 - (iv) The machinery to monitor and implement model code of conduct and for election expenditure monitoring is in place.
 - (v) The primary list of polling personnel has been prepared.
 - (vi) The arrangements for receiving information from public and political parties-control room arrangements and inter coordination of police and DEO, RO control rooms, has been made.
4. After reviewing the check list (Annexure-I) the Observer shall take up the matter with the ECI, if any deficiency is found in the election preparedness.

13. SCRUTINY OF NOMINATION PAPERS

1. The Observer is expected to observe the scrutiny process and finalization of the contesting candidates after withdrawal very closely. The role of Observer in scrutiny is to observe the events, rather than guide formally. However, in a situation where there is some confusion, the observer shall report to the Commission but under no circumstances shall give instructions to the RO.
2. The Observers are expected to be present during the Scrutiny of Nominations. However, before the scrutiny, it is important that the Observers verify from the Returning Officers the availability of latest instructions and orders of the Commission, which are specifically relevant for the Returning Officers in discharging their statutory functions for scrutinizing the nominations.

3. The following items are important:
 - (a) The latest list of “Political Parties and Election Symbols” published by the Commission.
 - (b) Commission’s instructions on criminalization of politics and the latest Form of Affidavits, which will accompany every nomination form (ECI Instruction No. 3/ER/2003/JS-II dated 27th March, 2003 read with Instruction No. 3/ ER/2011/SDR dated 25th February, 2011 , No. 3/4/ 2012/ SDR dated 24th August, 2012 and Order no. 509/11/2004-JS.I dated 3rd Feb 2016) as amended from time to time.
 - (c) The latest copy of the List of Disqualified Persons.
 - (d) Instructions and copies of latest versions of Forms A&B which are utilized by the political parties to indicate the names of their official candidates who are eligible for being allotted the symbol reserved for the party.
 - (e) An authentic copy of the Electoral Roll for the constituency.
4. It is important for the Observers to go through these instructions carefully in advance before they interact with the Returning Officers. They will confirm that Returning Officers have not only received the latest instructions but have understood the implications clearly.

14. ALLOTMENT OF SYMBOLS

1. Immediately after the process of withdrawal of nominations is completed, the Returning Officers are to take up the process of Allotment of Symbols. The Observers will be available for overseeing this important activity. The RO should have the latest list of Political Parties and Election Symbols and any relevant symbol concession orders issued by the Commission with regard to political parties not recognized in the particular State but recognized in some other State and orders regarding allotment of Common Symbol to registered unrecognized parties.
2. As soon as the allotment of symbols is completed, a List of Contesting Candidates and Symbols allotted to them is prepared and published in Form

7A Special care should be taken regarding order in which the names of candidates appear in the list and Commission’s instructions in this regard should be strictly adhered to. This is a very important document and it is of utmost importance that copies of the same reach the Chief Electoral Officer at the earliest. The Returning Officers will make arrangements to send the original copy to the Chief Electoral Officer in the State /Union Territory through special messenger. The latter will consolidate these and send it through special messenger or camp bag to the Commission.

3. In case of Parliament election, the Commission publishes a Consolidated List of Contesting Candidates in English and Hindi. It is likely that some of the nominations may be filed in the local language. The Returning Officer will nevertheless prepare two sets of the copies of the Form 7A in English and Hindi and ensure that these are sent to the Commission through the process aforementioned. However, if the RO is unable to prepare the Hindi version, this can be left to the CEO who will get it done at his level. In any case, the English version and the version in the local language should invariably be sent by the ROs. In case of Assembly election, the CEO of the State publishes it in the official language of the State.

15. ELECTORAL ROLLS

1. Several complaints have been received in the Commission that during past elections the electoral rolls provided at the polling booths were different from the electoral rolls that were provided to the candidates. The Commission has viewed such complaints with concern and decided as follows:
 - (a) The electoral roll supplied to the polling booths shall be certified to be true copy of the one that has been provided to the candidates / political parties and the marked copy kept by the Returning Officer as per Conduct of Elections Rules, 1961 by one officer and one subordinate to the specifically responsible for the purpose.
 - (b) These officers shall sign the electoral roll supplied to the polling booths, on all pages.
 - (c) A copy of the electoral roll, which will be used on the day of election at polling booths (copy of the one given to the candidates / political parties), shall also be given to the Observer. The Observer

shall check the authenticity of the roll provided at polling booths vis-à-vis the roll given to the candidates on the day of poll at the polling stations visited by him/her. The Observers will discuss this subject thoroughly with the RO and ensure that there is no room for any complaint on this score. This aspect should also be explained to the candidates and political parties during discussion.

2. The Observers should monitor the action plan prepared for covering the residual electors, issue of EPIC, identification of electors absent without family linkage, expired electors and duplicate entries and preparation of polling station wise list of such entries. Commission has mandated that if any elector figuring out in this list appears for voting, the strict identity checks should be applied.

16. MEETING WITH THE CANDIDATES

The RO should conduct a meeting in the presence of Observer with all the contesting candidates and party representatives on the last day of withdrawal or on the next day and brief them about –

- a) Important aspects of the model code of conduct,
- b) Expenditure reporting formats, rate list etc. and frequency of reporting required, time and place of reporting of expenditure,
- c) Issuance of permissions for vehicles, processions and public meetings
- d) Date and time of EVM preparation and candidates’ role in it. Candidates should also be briefed about the working of VVPAT system.
- e) Interaction of Observers with the candidates/political parties/electors (with specific details of time, contact numbers and place for meeting the Observers).
- f) Important aspects of conduct of elections (like appointment of polling agent, counting agent, election agent – their rights & duties).
- g) The Observers should explain the concept of worry list. Wherever a candidate has apprehension about any unfair practice, procedural lapse, he will bring them to the notice of the Observer through the worry list indicating details of polling centers and reasons for such apprehension.

- h) Latest instructions of the Commission or important changes from past practices should be brought to the knowledge & notice of candidates.

17. VISIT OF AREAS IN THE CONSTITUENCY AND POLLING STATIONS

1. After finalization of contesting candidates by the RO, the Observer should visit as many polling stations (areas thereof) to understand the constituency in social, economic and political context. During their visits, the Observers shall definitely visit all new polling station, sensitive polling stations and distant polling stations.

18. REVIEW OF OVERALL PREPAREDNESS OF LAW & ORDER MACHINERY

1. The Observer should have a detailed discussion at a mutually convenient time not later than 4 days of his/her arrival about the following.
 - (a) Adequacy of police personnel,
 - (b) Requirement of Central Forces,
 - (c) Preventive actions taken (preventive detentions, bonds & arms deposition)
 - (d) Identification of critical clusters and polling stations through vulnerability mapping
 - (e) Sector plans for policing on the day of poll,
 - (f) Response strategy on the day of poll and transportation of EVMs, and
 - (g) Discussion about sensitivity of inter-district, national and international boundaries.

2. The vulnerability index mapping of the district should have been completed. The Observer should ensure whether this has been done and critical clusters and polling stations are identified. The sector plan for police patrolling and the requirement for additional force should be reviewed in this context.
3. The distilleries in the district should be monitored for the stock position of liquor and any abnormal increase in outflow during the election period should be checked. This should be compared to the average of the last six months.

19. OBSERVATION OF IMPLEMENTATION OF MODEL CODE OF CONDUCT

1. It has been the most important and crucial task of Observers to ensure non-partisan and effective implementation of Model Code of Conduct.
2. The main areas for strict vigil are: -
 - (a) Use of vehicles for campaigning without required permission,
 - (b) Use of muscle power to mobilize or restrain people from voting,
 - (c) Flow of liquor and money and ‘gifts’ to ensure voting in favor of a particular candidate,
 - (d) Divisive tactics through inflammatory and condemnable speeches/ acts, and
 - (e) Dealing with defacement of property as per prevailing law, if any, of the state, in case of absence of any such law as per the latest instruction of the ECI.
3. To ensure effective enforcement, the Observer should check whether the enforcement squads are formed with clear territorial jurisdiction to have accountability. The teams of enforcement should consist of civil and police personnel.

4. A detailed instruction in this regard is available in Commission's Website in the link given below: http://eci.nic.in/eci_main1/current/MCC1_26122016.pdf

20. APPROACH OF THE OBSERVER IN IMPLEMENTATION OF MODEL CODE OF CONDUCT

1. The approach of observer should be to get the complaint inquired by DEO/RO through the inquiry officer and tracking how the inquiry is conducted and how the concurrent corrective measure is affected. The Observer should advise the RO/DEO about the violations and appropriate action to be taken. However, in case of lapses on part of the authorities even after advice of the Observers, the Observers should immediately communicate lapses to the ECI. Observer should use videography as an effective tool to implement Model Code of Conduct.
2. Observers are eyes and ears of the ECI and not the executives in the field. There are several instances where implementation of Model Code of Conduct has been handled for the same issue in different manner in different constituencies. Some instances are given as case studies to sensitize you to this aspect-

Situation A

An Observer found a vehicle with a party flag and lot of workers with a microphone campaigning for a candidate without a permit.

- a. He detains the vehicle with the help of his PSO and calls for the police and orders them to take a particular action, issues a specific instruction in writing.
- b. He reports the matter on phone to the concerned SP and subsequently writes a letter and warrants an ATR from the SP and RO. In case of non- action, the lapse is reported to ECI.
- c. He gives an instruction to immediately arrest the people in the vehicle to the police in writing.

The ECI would appreciate the option ‘b’ in this case. However, to ensure ripple effect, the incident and the action taken should be publicized in the media to create further deterrence through the RO. In any case the Observer is not expected to interact and brief the media personally.

Situation B

There is a complaint from a particular political party that there is possession of illegal arms in a particular location by another contesting party. The complaining party does not disclose the location and requests for a police party to raid in a location to be specified later.

- a. The Observer agrees to the demand and orders the SP to send a police party.
- b. The Observer takes the complaint and location confidentially, asks the SP to act on it and report back. He also sends a videography team with the police party
- c. The Observer takes the police party and goes to the specified location and raids it.

The ECI would recommend the option ‘b’ in this case as observers have to think and act independently after receiving a complaint and not physically move with one party or other as that is also seen as partisan.

Situation C

Every party has a list of star campaigners designated who shall be funded centrally from the party level for their travel and campaigning. One of the star campaigners deliver inflammatory speeches hurting the sentiments of a particular section of society and this is widely covered by media at national and local levels.

- a. This episode and the contents of speech is recorded and reported to ECI and at the same time appropriate action by the Election machinery has been initiated. The Action Taken is proportionate to the gravity of the lapse.

- b. This episode is not reported to ECI and action has been initiated at the local level which is covered by local media.
- c. It was not acted against at all.

The ECI would recommend option 'a' as the lapse is being covered by national media and the damage is no more localized and therefore the non-reporting of this even to ECI shall have negative effect on the general scenario of elections at the national level.

Situation D

An observer witnesses that a public property has been defaced by posters, which is a serious violation of model code of conduct. He had to deal with this.

- a. The Observer gets out of the vehicle and tears the posters himself.
- b. He informs the RO and asks the RO to send the enforcement squad responsible for territorial jurisdiction. He documents the violation through videography. After a day or two checks whether that violation has been dealt with and also ensures booking of that expenditure in the accounts.

The option 'b' is the desired response. ECI encourages effective observation rather than self-implementation of the Model Code of Conduct.

- 3. ECI envisages appropriate and timely action against lapses and at the same time proportionate flow of this information of action taken to the appropriate levels like local, district, State and national level to have a deterrence effect.
- 4. Every move of campaigning has an implication of election expenditure. The Observers are expected to correlate all the permissions taken and the expenditure statements submitted. In case of some expenditure not being reported, the standard rates prevailing in the district should be adopted.

21. WATCH ON EXPENDITURE INCURRED ON ELECTION CAMPAIGN BY THE CANDIDATES/POLITICAL PARTIES

1. The Commission appoints separate Expenditure Observers to monitor election expenses. For the purpose a separate manual/ guidelines has been prepared by ECI. The observers should familiarize themselves with the expenditure monitoring guidelines.

2. Past experiences indicate that use of money power starts right from the distribution of tickets by the political parties. Subsequently, it takes various forms, which are enlisted herein below. However, it must be kept in mind that the enlisted ways of spending money are only indicative. There can be many other ways of spending money which should engage the attention of the Observers.
 - a) Booth-wise agents are appointed to purchase floating votes;
 - b) Large donations to clubs and organizations to influence its members;
 - c) Largesse to petty party workers to dole out the same to electors;
 - d) Rented crowds for party meetings;
 - e) Rallies and campaigns with purchasable crowd;
 - f) Presence of candidates at social occasions like mass weddings, feasts, puja's, jagrans, inaugurals, etc. where gifts are given on behalf of candidates;
 - g) Acceptance of felicitations by the contesting candidates at any educational or charitable organizations;
 - h) Distribution of free liquor/liquor passes to the electors;
 - i) Use of dummy candidates at election to utilize his quota of electioneering vehicles, etc.

- j) Surrogate advertisements in print and electronic media whereby candidature is canvassed by unconnected persons/organizations so as to avoid the expenditure on the same being accounted for in the expenditure of the contesting candidates;
 - k) Bringing cinema celebrities and sports persons to campaign;
 - l) Providing voters with caps, vests, umbrellas, bi-cycles, etc.
3. It shall be the duty of the Observers to ensure that all the instructions of the Commission are followed meticulously and there are no aberrations in their application. It is, therefore, imperative that the Observers should familiarize themselves with the extant instructions issued by the Commission, a compendium of which is given in the in observer kit.
4. The gist and highlights of various instructions on the issue of election expenditure is given hereunder for the benefit of the Observers:
- a) Section 77 of the Representation of the People Act 1951 stipulates that every candidate at an election shall, either by himself or by his election agent, keep a separate and correct account of all expenditure in connection with the election between the date on which he has been nominated and the date of the declaration of the result thereof, both the dates inclusive.
 - b) Section 78 of the said Act further stipulates that every contesting candidate at an election shall within thirty days from the date of the election of the returned candidate, lodge with the District Election Officer, an account of the election expenses which shall be a true copy of all the account kept by him or by his election agent u/s 77.
 - c) In order to facilitate monitoring of election expenditure, each candidate is required to open a separate bank account exclusively for the purpose of election expenditure. This account shall be opened at least one day before the date on which the candidate files his nomination papers. All money to be spent on electioneering shall be deposited in this bank account irrespective of its funding from any source including candidate's own fund.

- d) Even if a contesting candidate does not seriously contest the election for any reason whatsoever and incurs only a nominal expenditure on his security deposit, etc., he is required by law to lodge his account of election expenses.
- e) Contesting candidates, who fail to comply with the requirement of law regarding the lodging of account of election expenses, are liable to be disqualified by the Election Commission u/s 10A of the Representation of the People Act, 1951 for a period of three years.
- f) The Election Commission of India has prescribed a format of the register which is required to be maintained by the contesting candidates along with supporting vouchers, bills, etc. arranged in a proper chronological order.
- g) Along with the Register, the Election Commission of India has prescribed a format of “Abstract of Election Expenses” which has also to be filled up by the contesting candidates
- h) The contesting candidates are further required to furnish an affidavit along with the “Register of day to day expenses” and “Abstract of Expenses”
- i) The prescribed register/forms/extracts of rules relating to lodging of returns of accounts of election expenses should be printed and made available to the contesting candidates in Hindi, English or the approved local language in which the electoral rolls are printed.
- j) The supporting vouchers of the day to day expenses should necessarily bear the signature in full of the contesting candidate or his election agent.
- k) The register along with the Abstract of expenses and the prescribed affidavit has to be made available by the contesting candidates for inspection by the Returning Officer/Designated Officer thrice before the date of poll. However, it has to be ensured that there is a gap of about four days in between each inspection and the first inspection may be on or after the 3rd day from the last date of with drawal of nominations.

- l) If a candidate is contesting election for more than one constituency, he is required to maintain and lodge a separate account of his election expenditure in respect of each such constituency.
- m) The accounts of the candidate will be scrutinized by the Returning Officer/ Designated Officers and he shall keep two photocopies of the relevant pages of the register. One copy of the relevant pages of the register shall be displayed on the notice board of the Returning Officer and the other copy will be retained in a separate file for each constituency as proof of record with the Returning Officer and furnish to the DEO on conclusion of the whole electoral process.
- n) Where a candidate does not produce the register containing his daily account of election expenses before the designated officer/observer, despite notice, the DEO shall cause a complaint to be lodged u/s 171-I of the IPC against the errant candidates.
- o) Any person desiring a copy of these day-to-day accounts, should be provided the same by the Returning Officer, subject to the payment of usual copying charges
- p) The candidate, while maintaining their register of accounts of election expenditure, should also account for all expenditure including those incurred prior to the date of nomination for preparation of campaign material, etc. which are actually used during the post nomination period in connection with the election.
- q) The expenditure incurred by the leaders of the political parties on account of their travel for propagating the programs of the party shall NOT be considered as expenditure in connection with election incurred or authorized by the candidate or his agent, provided the names of the leaders for this purpose are communicated to the Commission and the CEO of the State within a period of seven days from the date of notification of the election
- r) In the event of failure of the political party to provide such names within the stipulated time, the aforesaid expenditure on travel of all leaders in the case of such parties will necessarily be included in the account of the election expenses of the candidate concerns.

- s) The Hon’ble Supreme Court in Kanwar Lal Gupta Vs. Amarnath Chawla (A.I.R. 1975 SC 308) has held that the expenditure incurred by the political party, as distinguished from expenditure on general party propaganda, which can be identified with the election of the given candidate would be liable to be added to the expenditure of that candidate as being impliedly authorized by the candidate. The Apex Court has further held that a party candidate does not stand apart from the political party and if the political party does not want the candidate to incur the disqualification, it must exercise control over the expenditure which may be incurred by it directly to promote the electoral prospects of the candidate.
- t) The expenditure on bullet proof cars and all others cars used by all the Ministers of Union and States and all other leaders of political parties shall be borne by the candidates.
- u) All vehicles (including two-wheelers, motor-bikes, scooters and mopeds, etc.) being used by the candidates for the election campaign are required to be lodged with the DEO.
- v) Whenever political parties or candidates use aircraft/helicopter for election campaign, prior information should be given to the CEO of the state. While giving such information, the following information also need to be furnished: -
 - (a) Number of aircrafts/helicopters used;
 - (b) Name of the hiring companies;
 - (c) Hire charges paid/payable;
 - (d) Areas covered;
 - (e) Number of sorties involved;
 - (f) Passenger manifest;
- w) The expenditure incurred by a political party on advertisements in connection with the election of a particular candidate or a group of

candidates shall be treated as expenditure authorized by the candidates concerned and shall be accounted for in the election expenses of the candidates concerned. In case where the political party for the benefit of group of candidates incurs the expenditure then the expenditure is to be apportioned equally amongst the candidates.

- x) The expenses on construction of barricades/rostrums etc. when done initially by the government agencies on account of security considerations on behalf of the party organizers are to be booked as expenditure of a candidate in whose constituency the said meeting takes place or to a group of candidates who are present at the time when the leader of a political party addresses such a meeting. In cases where there are more than one candidate of the political party present at the time of the said meeting of the "leader", the expenditure will be apportioned equally amongst all, and the District Election Officer of the district where such a meeting takes place shall obtain the final costs from the concerned government agencies within three days of the event and intimate to the candidates their private share of expenditure. This information will also be intimated to the Returning Officer/District Election Officer of the Constituency/District to which the other candidates belong.
- y) Where the aforesaid expenditure are incurred from the organizer's own funds, the same will be reflected in the accounts of the concerned candidates or a group of candidates present in the meeting of the leader.
- z) It has been decided by the Commission that the candidates' booths set up outside the polling stations should hereinafter be deemed to have been set up by the candidates as part of their individual campaign and not by way of general party propaganda and as such all expenditure incurred on such candidate's booths (kiosks) shall be deemed to have been incurred/ authorized by the candidate/his election agent so as to be included in his account of election expenses (not falling under exempted category). The DEOs have to notify the rates of the candidates' booths set up outside the polling stations taking into consideration the cost of infrastructure used and also the notional expenses on daily allowances and refreshment etc. to the party workers manning those kiosks.

5. The Observers are advised to familiarize themselves completely with the aforesaid instructions of the Commission and prevail upon the Designated Officer to abide by the same. Wherever aberrations are noticed, the Designated Officers should be encouraged to issue notices through the Returning Officers to the erring candidates and make a note of the same in the register whenever they are produced for inspection.

22. MEDIA CERTIFICATION AND MONITORING COMMITTEE (MCMC):

1. There shall be a Media Certification and Monitoring Committee in each district. This Committee will have the additional members- (i) DEO/ Deputy DEO, (ii) DPRO, (ii) Central Govt. I&B Ministry official and (iv) Independent citizen/journalist as may be recommended by the PCI. Besides carrying out the already assigned work of certification of advertisements, this Committee will also monitor both print and electronic media including cable networks, and record either in CD or DVD, keep a photocopy of all advertisement / paid news / election related news of the contesting candidates/ political parties.
2. The DEO will ensure that this Committee is provided with all the national and local newspapers, having wide circulation in the constituency, three to four TV sets with connections of all the local and national News channels and one recording device and separate rooms so that they can watch and record all the advertisements/discussions related to the election. The Committee will also look into MCC violations in the Media sphere and send a report to the DEO with copy to the General Observer. The MCMC shall see all the newspapers, print media, electronic media, cable network, mobile network and other modes of mass communication like bulk SMSs etc., and keep record of the advertisements, advertorials, messages, discussions and interviews relating to the candidates and parties. This committee will submit a Daily Report with respect to each candidate to the accounting team with copy to RO and Expenditure Observer with respect to expenditure incurred by the candidate on election advertising including the assessed cases of Paid News, along with supportive paper cuttings/clippings, recordings of relevant TV and Radio advertisements, which will also be included in the Shadow Observation Register. The RO will issue notice to the candidate with regard to the incidents of Paid News in consultation with the Expenditure Observer for not showing the expenditure on such publication.

23. EXPENDITURE MONITORING CONTROL ROOM AND CALL CENTRE

1. A 24x7 Call Centre will be established in the Control Room at the district level to operate from the date of notification of election. The call center will be given toll free telephone number with 3 or 4 hunting lines which will be widely publicized for the public to inform corrupt practices related to election. A senior officer will be put in-charge of the control room and call center who will be responsible for receiving and recording the complaints and passing them on to the respective officer for action without any delay. The call center will be provided with sufficient staff to man the telephone lines round the clock.

24. DISTRICT MEDIA CELL

1. The DEO shall create a cell for dealing with media headed by Public Relation Officer and the main functions shall be-
 - a. The cell shall collect various clippings about the elections and also the advertisements from all the newspapers including the vernacular languages and provide this with translation if required to the Observer through the liaison officer. This should be done on a day- to-day basis by the media cell. Liaison officer may do this exercise depending on the location of the Observer and an allowance shall be provided for this to the liaison officer.
 - b. Prepare and circulate the note on various steps initiated during the day against violations of MCC to the Media. These notes shall not include any direct quotes to the media by the Observer, and
 - c. They should also ensure that videography of all the public meetings are done and passed on to the Observers. They should aid the Observers in viewing and bringing forth any violations of MCC to the notice of the Observers.

25. PREPARATION OF POLLING PARTIES AND TRAINING

1. To ensure transparency, the Commission has formulated a comprehensive three-stage randomization plan for selection and deployment of polling staff. In the first stage of randomization, polling staff is randomly selected from a

complete database of all Government employees working in the district. This process would have been completed before arrival of the Observer. However, the Observer should examine the outcome of the process and ensure that the selection has been random.

2. The second stage of randomization is for polling teams and assignment of the Assembly Constituency to which they shall be deployed. The polling station to which these teams will be going would be known only after the third stage of randomization, which is usually done on the day just before dispatch. For election to Lok Sabha, the Commission has directed that the polling staff may be randomized within their Parliamentary Constituency, as far as possible, so that they can vote through EDC.
3. Success of the poll process depends a lot on the quality of training imparted to the polling staff. Observer should monitor the training process and take care that:
 - a) All the staff appointed for poll duty is trained.
 - b) The trainers are well versed with the election process. It is a good practice to use the Sector Officers as trainers.
 - c) Training is imparted in small groups and not very large groups to ensure that proper focus is maintained.
 - d) Training covers all aspects of poll management, including EVM(CU, BU and VVPAT) and Non EVM aspects, Forms and certificates to be filled by the staff.
 - e) Special focus should be given to the latest instructions issued by the Commission since most of the polling staff would be unaware of them.

26. ELECTRONIC VOTING MACHINE **[Refer to ANNEXURE III]**

1. The Observers will check on the stock of EVMs available in the district and whether they have been serviced by the engineers of the manufacturing firms (either ECIL of BEL depending on the make of the machine used in that

State). The Commission issues detailed guidelines to the Chief Electoral Officers and the District Election Officers for training and awareness generation on the use of EVMs. It has to be seen whether these training programs have been taken up properly and the people are aware of the method of casting vote on the EVM. The training of Presiding Officers and polling personnel, especially the second polling officer who controls the “Ballot” button, on the use of EVMs is critical.

2. The Commission has also mandated randomization of EVMs to avoid apprehension of any attempt of manipulation of EVM. This randomization is done in two stages. In the first stage, which is done before the arrival of the Observers, EVMs are allotted to a particular Constituency and in the second stage, which is done in the presence of the Observer, an EVM is allotted to a particular polling station.
3. Observers should familiarize themselves with the latest instructions on EVM.

27. VOTER VERIFIABLE PAPER AUDIT TRAIL SYSTEM (VVPAT) [Refer to ANNEXURE III]

1. VVPAT was introduced in 2013 to provide even greater transparency to the poll process. The VVPAT is an additional unit attached to the EVM, which prints a small slip of paper that carries the symbol, name and serial number of the candidate voted by Voter, which is visible for 7 (seven) seconds in the viewing window.
2. The voter after pressing the button on BU can view the printed slip on VVPAT through the viewing window and thus can verify that the vote is recorded for the Candidate of his/her choice.
3. These paper slips are automatically cut and stored in a sealed compartment of VVPAT and can be used later to crosscheck the votes in CU as per the prescribed procedure by ECI. The printing of slip in VVPAT is an additional verification to the voter, besides glowing of LED near candidate button and the beep in EVM system.

28. PREPARATIONS FOR DATE OF POLL

1. Effective checks to curb electoral malpractice or vitiation of the poll process by way of booth capturing, rigging, creating a scare of fear and panic among electorate and effectively preventing them from casting their votes are major concerns.
2. The methods adopted by unscrupulous elements vary from State to State and from constituency to constituency. The Observers are expected to familiarize themselves about the tricks of the trade prevalent in the area as well as identify the specific areas prone to such mischief.
3. The Observers between or amongst them should carefully plan out, in confidence, the areas, which they would focus on, during the actual period of poll. This will be kept confidential and is not to be shared with anyone including the District Election Officers, ROs, Escort and Liaison Officers and PSOs.

29. VISIT TO DISPATCH CENTERS

The Observers will visit the dispersal centres for dispatching the polling parties to different location and make a brief report on the manner in which the operations are being conducted. They will particularly see that the random formation of polling parties is being truly and correctly implemented.

30. MICRO OBSERVERS

1. The employees of the Central Government/ PSUs are appointed as Micro Observers. The Micro Observers are expected to observe the polling process on the day of poll. They are assigned duty in the polling station. They shall be part of the polling team and be seated in the polling station. They are to be present in the polling station before the mock poll starts. They shall report about the poll day in the given format, Report of Micro observers.
2. Micro Observers are to be trained by the Observers two days before the poll with the help of RO and posted in the polling stations, which are critical. Therefore, an arrangement is required wherein Micro Observers are stationed at a central location on the day of polls and they are moved to specific polling stations as per requirement (like absence of polling agents, critical polling stations etc.)

3. Micro Observers need not cover all the critical polling stations. They should be used effectively and not on an extensive basis unless required. The Micro Observers may be sent with the polling parities in case they are required to perform duty at remote locations.

31. SPECIAL OBSERVERS

In case of some districts where special circumstances prevail, the ECI may send Special Observers who shall be working on specific agenda delineated by ECI and they are on par with the other Observers working in the constituencies. They report to the ECI directly and have no supervisory role over other Observers. However, to enable them to get a clear picture of the happenings going on in the constituency, they are required to discuss and get information from other Observers of the district/constituency.

32. POLL DAY ACTIVITIES

1. One of the most important responsibilities of the Observers is to oversee the actual poll. On the date of poll, Observers available in the constituency should tour the maximum number of booths as is physically possible during the hours of polling. For this purpose, they will mutually decide as to which polling stations they will visit on the poll day. Also to save time they may consider carrying some packed food and start field visits well before the poll begins. The presence of the Observers in the field on the date of poll and their visits to polling stations should be an effective deterrent against electoral malpractice and vitiation of the poll process. The Observers will ensure prompt and effective action on this score by interacting with the District Administration constantly through telephone, wireless, VHF Radio setsetc.
2. Commission has mandated conduct of mock poll before the actual poll begins to demonstrate proper functioning of the EVM to the polling agents. To this effect, the Presiding Officer has to sign a certificate in the format prescribed by the Commission. Observers should monitor that the mock-polls have been conducted and the POs have issued the certificate to that effect. Importantly, it should be ensured that result of mock poll is cleared and Paper Slips of mock poll in VVPAT Box are removed before commencing poll.

3. They should look for any unusual activity or lack of activity around a polling station to sense whether any electoral malpractice has vitiated or is likely to vitiate free and fair polls. Absence of women in the queues may be an indicator of something unusual. The Observers should in advance study and acquaint themselves with the pattern of electoral malpractices in the past elections in different areas. On this basis, they can look for tell tale signs, of any irregularities. They should constantly remain in touch with the RO, ARO, Sector Magistrates and other officers on duty to get feedback as well as to convey anything specific for corrective action to be taken by the concerned authorities on the basis of what the Observers have actually seen in the field.
4. They should also go inside Polling stations and check for the progress of polling, the compliance of prescribed procedures by the polling officials in conducting the poll, the presence of polling agents, the updating of entries in the Presiding Officer’s diary and such other matters that need verification. Register of Voters (Form 17A) must be checked with display of total votes polled on EVM and Observer must sign the visit sheet along with his observation and record the time of his/her visit. Special attention should be paid in the case of polling stations where polling agent of only one candidate is present.
5. The Observers will also take stock of the collection of the EVMs and the transport of polling parties and polling materials under appropriate security arrangement. The convoys once started should only stop at the destination, that is, the strong room where these are to be stored.
6. An important point to be noted is that Form 17C has been completely and correctly filled in by the Presiding Officer and these are deposited along with the Presiding Officer’s diary at the collection centres and strong room.

33. RECEPTION OF POLLING PARTIES

1. There is need to focus on polling stations wherein
 - a. Polling was disrupted temporarily due to EVM failure or any other reason.
 - b. Serious complaints were received and

- c. Confirmation regarding mock poll certificate not received.

The Returning Officer has to prepare a report of such polling stations with their names and numbers and send it to DEO and Observer by 4 P.M. and the polled EVMs and other documents pertaining to these polling stations are to be received in a special counter and not in the regular counters as a rule. The Presiding Officer’s diaries have to be checked thoroughly for these polling stations.

2. At the reception centre, it should be ensured that a copy of Form 17-C is kept with the respective EVM in strong room. Other documents should not be kept in the EVM strong room. Other document should be kept separately in a separate strong room to facilitate access when required.

34. SCRUTINY OF REGISTER OF VOTERS AND OTHER DOCUMENTS

1. In order to deter electoral malpractices, the Commission has directed that scrutiny of various documents like Presiding Officers diaries, Register of Voter (Form 17A), Micro Observers reports, Visit Sheets, report of Zonal Magistrates etc. shall be taken up after completion of poll for polling station selected on the basis of detailed criteria laid down by the Commission. This scrutiny shall be taken up at 11:00 AM on the day next to the day of poll.
2. The scrutiny of the Register of Voters and other documents shall be taken up as laid down by the Commission and the Observer should ensure that his/her travel plan is so laid out that his/her departure from the constituency is not before 36 hours after completion of poll.

35. RE-POLL AND ADJOURNED POLL CASES

1. The report of the Observer is the most important input for the Commission for taking a decision on ordering re-polls. The Observers should therefore be vigilant and alert about any incident or activity, which might or might have vitiated the poll process so that they can send a specific report to the Commission on this matter. Sometimes, information received from other sources are referred back to the Observers on telephone by the concerned Secretary or Deputy Election Commissioner and the Observers are expected to make such enquiries and verification as are possible within the constraints

of the time available. After this and after taking into consideration other inputs made available to the Commission, re-poll is ordered in such of the polling stations as is considered necessary and appropriate by the Commission.

2. It is of utmost importance that the re-poll itself is not vitiated in any manner. The Observers will give specific and comprehensive report on the actual conduct of re-poll. The re-poll, if any, is normally held on the second day following the date of poll unless specified otherwise.

36. END OF POLL REPORT

The Observers will send a report in the prescribed form at the end of poll showing the role of polling agents and the number and nature of complaints received in regard to each polling station. In addition to this, the Observer has to send a comprehensive report highlighting all-important factors, in case any re-poll is recommended by him/her for a particular polling station or a group of polling stations.

37. COUNTING OF VOTES

1. The Commission has prescribed a format for approval of counting centres and the Returning Officers have been directed to personally inspect each counting centre and send their proposals to the Commission for its approval. During the initial stage of their visit, i.e. before the scrutiny of nomination papers, the Observers will check if the data in the format has been sent to the Commission for approval by that time.
2. During this very stage of the visit itself, the Observers between them will also inspect each counting centre for a preliminary assessment of the facilities in the counting centre and to verify that these are as per specification prescribed by the Commission. In addition to what is given in the ‘handbook for Returning Officer’, the recent instructions given by the Commission should be read by the Observers thoroughly and, on this basis, they will interact with the Returning Officers to effect any further improvement as may be necessary for making the arrangements in the counting centres, up to the standard prescribed by the Commission.
3. One of the most important features relates to provision of specific facilities for the Observers and media in the counting centres. It is now mandatory for the Returning Officer to provide a separate room or a cubicle for the

Observer or Observer in each counting centre with one STD telephone and a fax machine.

4. The Observers will ensure that RO/DEO and the technical staff assisting them have tested the GENESYS software and are ready for fast transmission of final result to ECI using this software. They will have to use the password given to them and transmit the data to ECI. As this data gets loaded to the website automatically, it is essential that wrong data is not transmitted on the counting day. Hence doing the “dummy run” on designated date is also essential.
5. The statutory provisions regarding Observers specifically focus on their role during the counting process and empower them to stop counting and to direct the RO/ARO not to declare the result in circumstances mentioned in Section 20B of the Representation of the People Act, 1951. The statute thus enjoins a special responsibility on the part of the Observers to oversee and supervise the counting process and also to provide a direct immediate communication to the Commission. The Commission accordingly expects that Observers will have a key role in the superintendence of the counting process.
6. The staff selected for counting has to be randomized on the day of the counting early morning before the counting begins. The Commission is particularly concerned that the entire counting arrangement should be orderly and well structured. The Commission attaches great importance to the fact that the actual counting is done in such a manner that it is not only smooth and efficient but more importantly transparent and correct. Reasonable opportunity is to be afforded, as per existing instructions of the Commission, to let the counting agents of the candidates get a clear view of the counting process as it goes on each counting table. There should be no room for any doubt.
7. The Commission has issued detailed orders regarding the arrangements for counting. These include the specifications for selections of counting centres and for managing the counting process.
8. For ensuring accuracy of the result of counting, a round wise statement shall be prepared by the Returning Officer. Both the Returning Officer and Observer shall personally verify that number of votes posted against the

name of each candidate in respect of every counting table tally with the figures as shown in part II of Form 17'C' (result of counting) pertaining to that table. They shall append their initial below the total of each counting table. A copy of the detailed table/wise, polling station-wise, round-wise break up of the votes will be kept by the Observer in his/her folder.

9. As a measure to cross check the correctness of counting, observers are required to randomly select two EVMs counted in a round and with the help of additional counting staff provided to them to assist in this regard ascertain once again count of votes polled by each candidate and after getting satisfied, then only countersign the relevant column of proforma for recording of votes. The Additional Counting staff shall prepare the result of two randomly selected EVMs in the prescribed proforma for recording of votes.
10. The tallying process at the end of each round of counting should be completed in a systematic manner and the round-wise progress announced within the halls by the concerned ARO-in-charge and also written on black/white board, which should be clearly visible to all. Immediately thereafter, this should be announced over the public address system. These public announcements could be centralized, in a counting centre with multiple halls.
11. The Observers will also ensure that as soon as the final results and the winning candidate are announced and all the relevant papers are signed by the RO, the final detailed result is transmitted to ECI website. For this Genesys software shall be used.
12. The Observers should ensure after the declaration of result that the RO sends to CEO the duly filled and corrected copies of
 - a) Final Result Sheet in Form 20,
 - b) Declaration of Result in Form 21C,
 - c) Return of Election in Form 21E.
13. It may be noted that only the name, which is given in the Nomination Form, is normally valid for all future references and use in the other related documents. The list of contesting candidates in Form 7A should reflect this

name exactly and correctly with same spellings as given in the Nomination Form, unless the RO allows any deviation under Rule 8 of the Conduct of Elections Rules, 1961. Eventually the name of the candidate who is returned from the constituency is given in the declaration of the result in Form 21C. It is absolutely imperative that this Form 21C, as also the return of the election in Form 21E and the certificate of the election in Form 22 contain exactly the same name as given in the list of contesting candidates in Form 7A. Consistency of the names in the Forms 7A, Ballot Paper and Forms 21C, 21E, 22 has to be maintained without fail. The Observers will impress upon the Returning Officers about this aspect and ensure that full compliance is made.

Counting Arrangements Report

Sl no.	Necessary Actions for Preparedness for Counting of votes	Y/N	Remarks
1.	Whether proper management for reception of Postal Ballots has been arranged?		
2.	Whether counting staff has gone under proper training?		
3.	Whether necessary entry passes have been issued to media persons concerned and counting agents?		
4.	Whether proper security arrangements have been made at the strong room as per Commission's instructions?		
5.	Whether proper security arrangement have been made at the Counting centers as per Commission's Instruction?		
6.	Whether CCTVs/ Videography arrangements have been made as per extant instructions of the Commission?		
7.	Whether proper arrangements have been planned for depositing of Electronic Gadgets at the Counting centers?		
8.	Whether Political parties has been advised to properly train their counting agents?		
9.	Whether proper arrangements have been made for deployment of micro-observers at each table in counting centers?		
10.	Whether all arrangements for the Counting Centers have been made properly as per Commission's Instruction?		

Name of the Observer:

Observer Code:

Assembly Constituency/District/State:

Signature:

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No. : 470/2009/EPS

Dated : 22nd January, 2009

To

The Chief Electoral Officers of all
States and Union Territories.

Sub.: General Election to Lok Sabha-2009-Counting of Votes – **Role of
Commission's Observers** – Regarding.

Sir,

I am directed to invite your attention to section 64 of the Representation of the People Act, 1951 which provides that at every election where a poll is taken, votes shall be counted by, or under the supervision and direction of, the returning officer. Each contesting candidate, his election agent and his counting agent shall have a right to be present at the time of counting. Similarly, section 20-B of the RP Act, 1951 (*ibid*) provides the following:-

(1) The Election Commission may nominate an Observer who shall be an officer of Government to watch the conduct of election or elections in a constituency or a group of constituencies and to perform such other functions as may be entrusted to him by the Election Commission.

(2) The Observer nominated under sub-section (1) shall have the power to direct the returning officer for the constituency or for any of the constituencies for which he has been nominated, to stop the counting of votes at any time before the declaration of the result or not to declare the result if in the opinion of the Observer booth capturing has taken place at a large number of polling stations or at places fixed for the poll or counting of votes or any ballot papers used at a polling station or at a place fixed for the poll are unlawfully taken out of the custody of the returning officer or are accidentally or intentionally destroyed or lost or are damaged or tampered with to such an extent that the result of the poll at that polling station or place cannot be ascertained.

(3) Where an Observer has directed the returning officer under this section to stop counting of votes or not to declare the result, the Observer shall forthwith report the matter to the Election Commission and thereupon the Election Commission shall, after taking all material circumstances into account, issue appropriate directions under section 58A or section 64A or section 66.

2. The Observers nominated by the Election Commission and deployed in the concerned constituencies during the election process, have been provided special responsibility to oversee and supervise the counting process under the statutory provisions as referred to above. They have also been empowered to stop the counting process at any time before the declaration of result or may direct the Returning Officer/Assistant Returning Officer not to declare the result under difference circumstances as envisaged in the law.

3. I am, therefore, directed to state that in cases where the Observer orders to stop the process of counting, a detailed report in the matter shall be furnished forthwith to the Commission by the Observer and Returning Officer concerned either jointly or separately for seeking appropriate orders of the Commission.

4. This may be brought to the notice of all the Returning Officers and all other election related officers for their information and compliance.

Yours faithfully,

(SUMIT MUKHERJEE)
UNDER SECRETARY

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No. 470/INST/2014-EPS

Dated: 30.04.2014

To

The Chief Electoral Officers
of all States and UTs.

**Sub: Counting of votes for General/Bye-elections to the House of People/State
Legislative Assembly – Counting procedure – regarding.**

Sir/Madam,

The Commission has issued various instructions on counting procedure and identification of counting centres and appointment of Counting Staff / Counting Agents, from time to time, which have been circulated to all the Chief Electoral Officers. In addition to these, some of the instructions were also issued during the General Election to State Legislative Assemblies held in the recent past. These instructions were not circulated all the Chief Electoral Officers. All these instructions have now been incorporated and consolidated in the enclosed letters No. 470/INST/2014-EPS dated 30.04.2014 for convenience of all stakeholders. The gist of these instructions are given below for facility of easy reference :

COUNTING OF POSTAL BALLOT PAPERS (PBs)

Reference No. 470/PB Counting/2013/SDR dated 4th December, 2013

- I. On the day previous to the date of counting, the Returning Officer shall meet the observer and furnish the latest account of the total number of postal ballot papers received back both from the facilitation centres and those received through post. At the time of commencement of counting he should also give similar information to the Observer in respect of postal ballot papers received subsequently and till the time fixed for commencement of counting on the day of counting.
- II. Ideally not more than 500 postal ballots may be counted in one Table at a time in each round. Accordingly, arrange for additional tables, subject to availability of space inside the counting hall, for counting of votes polled by postal ballot. However, ordinarily not more than four counting tables may be provided for counting of postal ballot paper. In

each Table for counting of postal ballot there should be an ARO. Thus there will be as many AROs for counting of postal ballot papers as are the number of Tables provided for counting of postal ballot. For each such Table, there will be one Counting Supervisor and two Counting Assistants. The Counting Supervisor and Counting Assistants for the postal ballot should be Gazetted officers.

- III. Persons involved in postal ballot counting should also be trained about all aspects of postal ballot counting for which there are already detailed instructions of the Commission.
- IV. RO or one of the AROs shall explain and demonstrate the requirements of a valid declaration to all the counting supervisors, assistants and the micro observers before the envelopes of the postal ballot papers are distributed to each of the counting tables and actual scrutiny of the declaration by the counting supervisor.
- V. The RO shall ensure that there is no inordinate delay in scrutiny of the declarations by the AROs and the counting supervisors.
- VI. There shall be an additional micro-observer (GOI or CPSU official) for each table for postal ballot counting.
- VII. All the cases of rejection of postal ballot on account of defects in Declaration in Form 13A should be re-verified by the Returning Officer before they are actually put in the rejected category.
- VIII. As already instructed in the Handbook for Returning Officers, the penultimate (one before the last) round of counting of votes recorded in EVMs shall not commence till the counting of postal ballot is completed in all respects.
- IX. **The contesting candidates will be entitled to appoint a counting agent for each Table provided for counting of postal ballot papers**

- X. The additional measure being put in place to expedite the process of counting of postal ballot paper by providing additional counting tables in view of the large number of votes polled by postal ballot may be brought to the notice of contesting candidates in advance so that they can also appoint **additional counting agents for the extra tables.**
- XI. The Observer shall very closely oversee the process of counting of votes by postal ballot, especially the scrutiny of the declaration in Form 13A. While submitting the report on counting, after declaration of result, the Observer shall include therein a detailed description of the procedure followed for the postal ballot counting. This should specifically make a mention about the total number of postal ballot papers received for counting, no. of PB rejected, no. of tables provided for postal ballot counting and the total time taken for the counting of PB.
- XII. A postal ballot paper shall not be rejected merely on the ground that the attesting officer has not put his seal on the declaration of the elector in Form 13-A, if the attesting officer has given all relevant details with regard to his name and designation on that Form. Further, a postal ballot paper shall also not be rejected on the ground that the sender (elector) has not put his signature on the outer cover "B" (Form 13C) in which he has returned the postal ballot paper, if the identity of the sender is verifiable on the basis of his declaration in Form 13-A.

COMPLETION OF PART II - RESULT OF COUNTING OF FORM 17C

- I. Sufficient no. of Part – II of form 17-C (Result of counting) with the names of all the contesting candidates and NOTA below the name of the last contesting candidate shall be pre-printed.
- II. The Commission has directed that the Part-II of Form 17C shall be prepared in duplicate using carbon paper. And both the copies should be got signed from the counting agents

present. One copy of the Part-II of Form 17C will be handed over to the RO/ARO for computing round wise tally of votes.

This may be brought to the notice of all concerned.

Yours faithfully,


(SUMIT MUKHERJEE)
SECRETARY

Enclosure:

1. No. 470/INST/2014-EPS dated 30.04.2014
2. No. 470/INST/2013-EPS dated 30.04.2014
3. No. 470/PB Counting/2013/SDR dated 4th December, 2013
4. No. 470/2013/SDR dated 4th December, 2013
5. No. 470/2013/SDR dated 4th December, 2013

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No. 470/INST/2014-EPS

Dated: 30.04.2014

To

The Chief Electoral Officers
of all States and UTs.

Subject: General/Bye-elections to the House of People/State Legislative Assembly – Identification of Counting Centres and appointment of Counting staff/ Counting agents – regarding.

Sir/ Madam,

The Commission has issued various instructions from time to time vide its letters referred above: letters No. 470/2007/PLN-I Dated 29th August, 2007, No. 464/INST/20011/EPS, Dated 12.05.2011, No. 470/INST/2013-EPS Dated 2nd May, 2013, No. : 470/2009/EPS Dated : 22nd January, 2009, No. 470/TN-LA/2011, dated 10.05.2011, No. 51/8/7/2010-EMS, dated 20.11.2010, Letter No. 51/8/7/2010-EMS dated 28th April 2011, No. 51/8/7/2010-EMS, dated 7th May, 2011, No.576/3/2001/JS-II dated 10.07.2001, No. : 470/2009/EPS dated: 22nd January, 2009, No. 51/8/7/2011-EMS Dated: 14th February, 2012, No.470/2013/SDR Dated: 4th December, 2013.

In order to incorporate the intervening experiences gained during the recent Elections and suggestions received from different stakeholders, all instructions relating to counting have been consolidated and a revised instruction in supersession of all existing instructions is circulated for information and strict compliance:

A. COUNTING STAFF

1.1 Unlike polling staff, counting staff is to be appointed by the concerned Returning Officer.

1.2 On the basis of number of counting halls and counting tables to be provided in each counting hall, the RO should assess requirement of counting staff for smooth and fool proof counting. For each table there should be one Counting Supervisor, one Counting Assistant and one Micro-Observer. From the available database of counting personnel, RO should appoint required number of Counting Assistants and Counting Supervisors (with some reserve), and such other officials as RO may require for assisting him/ her in the counting. The RO should also appoint sufficient number of Group D Government employees as counting Assistants to carry the EVMs to and from the counting tables and also for sealing of EVMs after counting.

1.3 RO should not appoint as counting staff anyone who has been employed by or on behalf of, or has otherwise been working for a candidate in an election. **Similarly, the staff of local bodies should also not be used for counting of votes.**

1.4 Counting staff appointments should be made in the form given in **Annexure 1.A**. Counting supervisors should preferably be Gazetted officers of the Central or State Government or officers of comparable status from Central/State Government undertakings. The counting assistants also should be selected carefully of good competence/skill. One counting assistant for each AC will be attached as Additional counting Assistant to ECI Observer for assisting him in parallel counting.

1.5 All counting staff should be given intensive training covering practical aspects also using good audio –visual techniques like power point presentation.

1.6 Counting personnel appointed for the purpose of counting for simultaneous elections should have a very clear understanding of the layout of the counting hall as well as the tables meant for counting of votes of Assembly election and Lok Sabha election. In case of simultaneous poll, there shall be a separate set of officials entrusted with the duty of supply of control units to the respective tables. Under no circumstances a control unit used for recording the votes of Assembly election, shall be supplied to the table meant for counting of votes for Lok Sabha election and vice-versa.

Randomization of counting officials

1.7 The randomization is done in three stages. The District Election Officer shall issue photo-identity cards to all counting staff. After the randomization, explained in the following paragraphs is over, the reserve staff would be seated at a separate space within the counting center/campus.

1.8 In 1st randomization, a list of 120% of the required number of officials (Counting Supervisors/Counting Assistants/Micro Observers) required for counting in the district, should be generated (including reserve) randomly, using the software by the District Election Officers one week prior to the date of counting. Presence of observers is not required at this stage. This is only to identify and select the officials that would be given duty for counting as Counting Supervisors/ Counting Assistants/ Micro Observers. In no case, at this stage, the identity of the assembly constituency to which the Counting personnel are likely to be deployed should be disclosed. The appointment letters to be issued by the RO concerned.

1.9 The Assembly Constituency wise randomization i.e. 2nd randomization shall be done by the District Election Officers in presence of Observer(s) 24 hours prior to commencement of counting. Thereafter, the Returning Officer shall issue the appointment letters to these officials intimating them about the concerned allotted ACs.

1.10 In 3rd randomization the allotment of counting tables in the counting hall, to the Counting Supervisors/Counting Assistants/Micro Observers shall be done by the concerned R.O. in the presence ECI Observer at 5.00 AM on the day of counting. This 3rd randomization can be carried out either manually or by using a computer. In case of manual doing, the senior most observer present would randomly assign the assembly constituency and the table number to the counting officials by the draw of lots i.e. picking up chits of the unique serial numbers assigned to counting officials and the table numbers. The District Election Officer should make all arrangements in advance to ensure quick and smooth conduct of the randomization process. In case it is done with the aid of a computer, the Observers must fully satisfy themselves that the process is free from all errors and that it truly generates the results in a random manner.

1.11 The District Election Officers would ensure that videography (with date and time stamping) of entire process of randomization is carried out for record.

1.12 The counting officials on reaching the control room at the counting center would be provided the posting details and directed to reach the counting hall of the assigned Constituency at the respective table.

1.13 It must be ensured that the whole process of randomization is over by 6:00 am so that the counting officials are able to reach their assigned position conveniently before the scheduled start of the counting process.

Reserve Pool

- 1.14 The officials who have not been assigned any constituency/table would form a reserve pool.
- 1.15 There would be no deployment of officials in shifts as the counting process would normally not take more than 6 to 8 hours. However, the Returning Officer have the liberty of replacing officials in case of any exigency, but this replacement would also be done randomly from the pool of officials in reserve after consulting the Observer concerned.

Micro-observers

1.16 Each counting table shall have one micro-observer. The Observer should properly train the micro-observer. The micro-observer shall be responsible for the purity of counting process on his/ her respective table. The micro-observer will invariably be a Central Govt./ Central Govt. PSU employee. The Observers may appoint Micro-Observers as per the format given in Annexure 1.B They will note down the details of votes exhibited by the EVMs being counted in each round in that Table. The micro-observers would be provided with a pre-printed statement on which there will be space for noting down the CU No., Round No., Table No., Polling Station Number and thereafter the names of all the contesting candidates as they appear in the ballot paper. They will put their signature at the end of the statement and shall hand over the statement to the Observer after completion of each round.

1.17 Further, two additional Micro-Observers should be deployed in each Counting Hall of every Assembly Constituency who should be entrusted with the following responsibilities:-

- i) One of these two Micro Observers shall keep a watch over the data entry in the computer placed in the Counting Hall for round-wise compilation of the votes recorded for each candidate. He should ensure that the entries in the Part II of the Form 17C are correctly entered in this computer by the data entry operator.
- ii) The second Micro-Observer shall assist the Observer and re-check on the printout (of the data entry done in step 1 above) that all data which has been entered is fully correct and complete and in accordance with the statement handed over by the micro-observers after each round of counting received from each counting table.

1.18 Wherever adequate number of Central Govt. staff is not available, the shortfall will be made good by the Divisional Commissioner by mobilizing the required number of staff from the neighboring districts within the Division wherever the Divisional Commissioner system does not exist, the DEOs of the Neighboring Districts may be instructed to mobilise the required number of staff from their Districts. The additional staff will be given brief orientation training before being deployed at the counting center as above. The additional staff also will be provided an ID Card. The constituency-wise and subsequently Table-wise deployment of such additional staff shall also be done randomly by the DEO in consultation with the concerned Observer.

COUNTING AGENTS OF CANDIDATES

Appointment

1.19 Each candidate should be allowed to appoint as many counting agents as the number of counting tables and one more to watch the counting at the Returning Officer's table. Hence, RO should inform the candidates about the total number of counting agents they are entitled to appoint. The counting agents are required, under law, to be appointed in Form -18. Hence any request on a plain

paper received from a candidate/election agents should not be accepted by RO. Declaration of counting agents in Form-18 is to be signed by them in ROs presence.

1.20 A candidate may also appoint one or more counting agents to attend the counting of postal ballot papers at the place fixed for the purpose by the Returning Officer.

Photo identity cards and Badges

1.21 Irrespective of the number of contesting candidates, RO should obtain the list of counting agents in Form-18 (in duplicate) with their photographs from all the contesting candidates by 1700 hours on the day three days prior to the date fixed for counting of votes. No request on plain paper shall be accepted. On receiving the same, RO should prepare the photo identity cards of the counting agents then and there under ROs seal and signature and issue the same to the contesting candidates and obtain acknowledgement thereof along with 2nd copy of Form 18, which the Counting Agent, after signing the declaration, shall produce before the RO on the day of counting. Please inform the candidates that if the counting agents fail to bring the 2nd copy of Form 18, as aforesaid and photo –identity card, they shall be denied entry in the counting hall. The appointment as counting agent, once made, can be revoked or changed, by making a request in Form 19.

1.22 Each counting agent may have a badge indicating whose agent he/ she is and the serial number of the table at which he/ she will watch the counting. Each counting agent should affix his/ her signature in full on the badge immediately after it has been issued to him/ her.

PERSONS ALLOWED IN THE COUNTING HALL

1.23 Only the following persons can be allowed inside the counting hall -

- i. Counting supervisors and counting assistants, micro-observers;
- ii. Persons authorized by ECI (possessing authority letter duly issued by ECI), and Observers;
- iii. Public servants on duty in connection with the election; and
- iv. Candidates, their election agents and counting agents.

1.24 Before counting begins RO should see that no one else is present in the counting hall.

1.25 RO should note that expression of “public servant on duty in connection with election” does not include police officers; such officers whether in uniform or in plain clothes should not, as a general rule, be allowed to enter inside the counting hall without any exception, unless RO decide to call them in for the maintenance of law and order or some similar purpose. Their presence in counting hall without any compelling reason has on occasions given rise to complaints by some candidates or parties that their agents have been overawed by an unnecessary show of force.

1.26 RO should also note that the above expression “public servant on duty in connection with election” does not include the Ministers/State Ministers/Deputy Ministers of the Union Govt or State Govt. They can come inside the counting hall only as candidate. As per ECI instruction, they can't be allowed to be appointed as election agents or counting agents as they have to be escorted by their security guards who are not be allowed entry into the counting hall. The Commission, has further clarified that even if they voluntarily decide to relinquish their security, they will not be allowed to become counting agent.

1.27 As aforesaid, no counting agent shall be admitted into the place fixed for counting, unless he has delivered to RO the 2nd copy of his appointment letter after duly completing and signing the declaration contained therein and also the photo-I card issued by the RO. Similarly, the election agents of the candidates are also required to produce the attested duplicate copy of their appointment letters.

1.28 Entry of persons should be strictly regulated as detailed above. No other unauthorized person, whosoever he may be, should be allowed to enter the place of counting.

[N.B. No security personnel accompanying the candidates or their agents should be permitted to enter the counting hall.]

MAINTENANCE OF DISCIPLINE AND DECORUM AT COUNTING CENTRE

SEATING ARRANGEMENT IN THE COUNTING HALL

1.29 The Commission has directed that the seating arrangements for the counting agents of candidates at the counting tables will be arranged by the following categories of priority:-

- i. Counting agents of candidates of recognized National parties;
- ii. Counting agents of candidates of recognized State parties;
- iii. Counting agents of candidates of recognized State parties of other States who have been permitted to use their reserved symbols in the Constituency;
- iv. Counting agents of candidates of registered-unrecognized political parties; and
- v. Counting agents of independent candidates.

All counting agents should keep seated near the table allotted to them and should not be allowed to move about all over the hall. They will be seated in their row in the order, in which the names of candidates appear in the ballot paper.

1.29 A One of the counting agents may sit and watch the proceedings at ROs table, if the candidate or his election agent is not present. However, in order to avoid overcrowding at ROs table, only one person whether the candidate himself or his election agent or his counting agent should be present at a time at ROs table. The contesting candidates and their election agents are free to go around to any part of the counting hall. If both the candidate and his election agent are not present in the counting hall, the extra counting agent at ROs table, then may be allowed to go around any part of the counting hall.

1.30 In the performance of ROs duties, ROs are only bound by the provisions of law and the instructions of the Election Commission. ROs are not, thus, to take orders from or show any favour to any superior officer or any political functionary including but not restricted to Ministers.

1.31 In case RO has a reasonable doubt about the presence of any person in the counting hall, he can have him searched, if necessary, even though the person concerned may be in possession of valid authority letter to enter the place of counting.

1.32 Post Security Personnel on duty at the door or doors of the counting hall. Do not allow any person to enter or leave the room without ROs permission. RO must ensure that complete order and discipline prevail and counting takes place in a professional /judicious manner. RO may send out of the counting hall any person who persists in disobeying his directions. Counting agents should not be allowed to go to other counting tables, leaving the table assigned to them. The counting staff shall leave the counting hall, only after the result is declared, with the permission of RO. **'No Smoking' should be followed strictly, as a rule at the counting venue.**

1.33 Mobile telephones/l-pad/ lap-top, or any such electronic device which can record audio or video, are not to be allowed inside the counting centre. The only exceptions will be Commission's observers. However, computer/ laptop or mobile device, which is required for official use to transmit counting data by 'GENESYS' will be allowed. RO should ensure this.

1.34 Entire counting process must be video-graphed. CD of the recording should be kept in safe custody of the DEO. Video coverage shall be ensured at every stage of counting. This Video coverage shall include the randomization process, the process of opening of strong room, transfer of EVMs from strong room to counting hall, counting hall arrangements, process of counting in general in the counting hall and process of tabulation in general at the Returning Officer's table, the process of counter checking of two EVMs by the observers and security arrangements in and outside the counting hall/center, presence of candidates and their agents in the counting centers and the process of declaration of result, handing over of certificate of Return of Election, sealing of EVMs after counting and any other significant events of the counting process. The videography should indicate the date and time and the unedited video CDs should be sealed, clearly labeling all the details contained therein, after the counting process is over for future reference. Accordingly, adequate number of video teams may be deployed on the counting day.

1.35 A CD containing the record of complete videography of counting process may be given by the Returning Officer to candidates or their election agents free of cost, on specific demand.

B. PREPARATION OF COUNTING CENTRE/ HALL:

2.1 The counting of votes will be done at Counting Centers comprising of one or more counting halls. To the extent possible, counting should be done at district HQ, or in exceptional case at Sub-Division HQ. It will be ideal, if votes of all ACs comprised in a PC are counted at one place. But, there is no objection, if an assembly segment is counted at different place since the PC may spread over more than one district. Each counting hall shall be a separate room walled on all sides preferably with separate exit and entry facilities.

2.2 Each Counting Center will have a distinct identity number and within that, each counting hall will also have a distinct identity number.

2.3 Each counting hall shall have separate entry as well as exit doors, duly guarded. Where pre-constructed separate rooms are not available but large rooms are proposed to be divided for creating Halls, each part constituting a Hall will be separated by temporary partitions using strong material, preferably CGI sheets. Where the owners of the building have objections to dig holes on the floor, a suitable rigid frame, with CGI sheets fixed on two sides, may be used. The point to be ensured is that after the necessary partitioning, each Hall is an independent room walled on all four sides. It should not be possible for anybody either to move from one hall to another without coming out of the hall. Further, the partition should be so erected that it should be impossible to slip any material from one hall to the other through the partitions.

2.4 Each Hall, shall, without exception, be used for counting for only one assembly constituency/segment at a given point of time. However, if sufficiently big halls are not available i.e. size of the hall doesn't allow placing of more than 8 tables (including the table of the RO/ARO), then counting of one AC can be taken up in two halls. Further, where number of polling stations in an assembly constituency/segment is unusually large, counting may be taken up in two Halls with a maximum of 15 tables each in each hall. All such cases should be personally scrutinized by the DEO /

Observers after taking into account all relevant factors such as number of candidates, number of counting agents etc.

2.5 In cases where two Halls are being used to count an Assembly segment the Polling Station numbers will be pre-allotted to the two Halls (each room being one separate Hall) in advance.

2.5A In case where one Hall is being used to count more than one Assembly Constituency, then take up the counting of votes of the constituency in sequential order as explained hereafter. First the votes of AC (with lower numeral prefix) will be counted, e.g. in case three constituencies are to be counted - AC 1- xxx, AC 4-xxx and AC 9-xxx, then take up counting of AC 1- xxx first, thereafter AC 4-xxx and thereafter AC 9-xxx. In such case, the ROs will need to intimate different time of commencement of counting to the concerned candidates/counting staff and other stake holders.

2.6 Assembly Segments must be pre-allotted to each counting hall and this allotment should be made known to all candidates and other stakeholders in advance. Notice to be given to all candidates at least one week before the date, or the first of the dates, fixed for the poll.

2.7 The Counting Halls, including partitions as planned, should be got ready at least three clear days ahead of the date of counting and a report sent by each RO to the CEO. CEOs shall send a consolidated report to the Commission.

2.8 CEOs, during their tours, will specifically review arrangements proposed and inspect as many counting centers as possible.

2.9 In the counting area, a maximum of 14 counting tables (excluding the table of Returning Officer and the tables for exclusive counting of Postal Ballots under an ARO) should be placed inside a counting hall (Not more than 500 PBs shall be counted in one table. So please decide how many tables will be needed for PB counting). Important considerations for deciding on the number of counting tables would be the number of Polling Stations, size of the room, the number of counting agents and candidates, and the total number of counting personnel proposed to be deployed and the security aspects. The counting tables should be placed against the barricade of woodblock and wire-mesh behind which the counting agents of candidates shall sit/ stand. The agents shall be prevented from having physical access to the EVM but must be able to clearly see and note the contents on the EVM display panel.

2.10 The upper limit of 14 counting tables (excluding the Table of Returning Officer and tables to be used for counting of PB) in a counting HALL can be increased only with prior written approval of the Commission. A lower limit may be fixed taking into account all relevant factors. Adequate signage should be got prepared and used appropriately for guidance to counting staff/candidates/counting agents and media persons.

2.11 The RO's /AROs table shall be in the counting hall itself. It should be a separate table with a demarcated area. Candidates and their Election Agents will also be seated on this table and watch the counting proceedings. However from the RO's table, they shall not be allowed to access the counting tables on the inner side of the wire-mesh. The Observer table will be alongside to ROs table.

2.12 Similarly the table and the computer on which the computation and compilation of data from each table at the conclusion of each round is done shall be in the counting hall alongside the RO's table where the candidate/agent will also be seated. Under no circumstances it will be in any other room. In case the table is a separate one from RO's table then one additional counting agent besides a micro-observer shall be allowed to sit on that table. The area of tables afore said, shall be clearly demarcated from the rest of the area where counting tables etc shall be kept.

2.13 In addition, in each counting hall there shall be a sufficiently large blackboard/whiteboard on which the candidate's name and round number will be pre-written (since the numbers of rounds are already planned). After every round, once the observers have certified, the results of that round should be written on that board. ONLY AND ONLY, after this exercise is completed, the EVMs for next round shall be brought from the strong room to the counting hall.

2.14 The Observers of the Commission will go for inspection of counting centers during their visit and shall ensure compliance of ECIs all instructions/guidelines. They will send a special/specific report on this to the Commission. They should also obtain relevant drawings of each counting centers and keep it as a part of the record for their final report.

2.15 A system of receiving counting related information and complaints in the CEO's place should be set up. For this purpose the staff of CEO's control room (helpline No. 1950) should be properly briefed and activated 72 hours in advance. These arrangements should be advertised through newspapers, radio and other media means.

2.16 A layout of a model counting hall is given in **Annexure 1.C and 1.D**.

2.17 The RO should intimate to the Commission, for its approval, the place fixed for the counting of votes as soon as may be after the last date for the withdrawal of candidatures, but in any case 3 days before the poll day. The Commission has prescribed a proforma in which the proposals are to be sent to Commission, which may please be seen at **Annexure 1.E**. The CEO of a state/UT shall forward to the Commission, after his satisfaction, a summary of counting centres proposed in **Annexure- 1.F**

2.18 The counting centre /premise should have adequate parking space, open space, fire-fighting arrangements, un-interrupted power supply with power back up both by generators/inverters , toilets, etc.

2.19 Mandatory notice to candidates about the date, time and place of counting, should be given in the forms prescribed by the Commission vide **Annexure 1.G or 1.H** at least 3 clear days before the date of poll.

2.20 If, for any unavoidable reason, RO is unable to do the counting of votes on the appointed date, time or place ,he can postpone the counting and fix fresh date/ time or place after giving due intimation to ECI forthwith and obtain written prior approval. RO shall give notice of any change in writing to each candidate / election agent.

OFFICIAL COMMUNICATION ROOM /MEDIA CENTRE/ PUBLIC COMMUNICATION ROOM

2.21 At each counting center there shall be a communication room for the officials with table/chairs, a telephone with STD, a fax, computer with printer and Internet facility attached to it. A hotline, wherever possible, should be provided with CEO. A senior officer should be deployed in this communication room.

2.22 Media center has to be set up at each counting place. As far as possible, a separate room of adequate size should be used for this and it should have all reasonable facilities like telephone, fax, data communication network etc. One senior officer preferably from the Public Relations Department shall be exclusively designated as in charge of the Media Centre. Each RO shall also deploy one of his officers plus other officials to the Media Centre who shall assist in dissemination of counting related information/latest trends etc among the media personnel. The officials on duty at media centre shall escort the media groups in small manageable numbers to visit counting halls at regular intervals. Such

visits will be of short duration only. In the media room, arrangements to keep the mobile phones safely will be made as mobile phones shall not be allowed to be taken inside the counting halls. Use of mobile phones and other communication equipment by media persons shall be allowed from the media center. Proper arrangement of loudspeaker should be made for dissemination of counting trends and results to public and for media.

2.23 Since nobody (not even the candidate or RO/ARO etc) except the ECI observer shall be allowed to carry a mobile phone inside the counting hall, the DEOs/ROs will also arrange another room for the candidates, their agents, counting staff etc to make use of their mobile phones in case of any need. Public Communication Room should also provide for a senior officer and arrangements for safe-keeping of the mobiles etc of the candidates and their agents/representatives and counting staff.

2.24 DEO/RO shall further make all necessary arrangements for on-line data transmission using GENESYS software provided by ECI. Adequate number of PCs with printer, UPS, fax machine, telephone, exclusive and duly trained specialized officials will be there.

2.25 DEO/RO shall make adequate arrangements for Xerox machines for making required number of copies of duly filled/signed Part-II of Form 17 C.

C. SECURITY ARRANGEMENTS:

3.1 There should be smooth flow of EVMs between the respective strong rooms where polled EVMs are kept and the counting halls. A proper barricading of the path used for this purpose should be done so that the transportation from strong room to counting hall of an AC is not interrupted by presence of non-officials and media persons. Trespassing through the barricade by any unauthorized person should be duly eliminated. No crisscross movement across the paths of two different ACs is permissible.

3.2 Three tier cordoning system should be set up in all counting premises to prevent the entry of unauthorized persons inside the counting premises. 100 meter periphery around a counting premise/campus should be demarcated as pedestrian zone. No vehicles shall be allowed within this perimeter. Proper barricading of this demarcated zone should be done and the alighting point (same as the pedestrian entry point) clearly made out by providing an entry gate into the premise. If a public road cuts across such sanitized zone, then proper traffic diversion plan should be prepared in advance for the counting day. This is 1st cordon of the security ring. Here adequate local police force should be stationed to check the identity of the persons seeking entry in. No person without duly issued Authority letter of ECI or photo I-card issued by the concerned DEO or Media pass, duly displayed on his person shall be allowed to cross the 1st cordon. A senior Magistrate shall be posted at the entrance to control crowd and regulate entry.

3.3 The 2nd tier and the middle cordon will be at the gate of the counting premise. This will be manned by the State Armed Police of the state concerned. Before allowing the entry of persons into the 2nd cordon, proper frisking should be made by the security personnel to ensure that no prohibited items like matchbox, arms etc. are carried inside. The frisking shall be done by state police force personnel only. Women shall be frisked only by women police personnel/women HGs. They should also tell that mobiles/l-pad, lap top and similar electronic devices etc which can record audio/video are not allowed inside the counting hall and they will need to keep it in Media or Public Communication Room. The forces deployed at 2nd cordon will also ensure that that no one is loitering outside the counting halls and using mobile phones or other communication equipment. (Mobile etc can only be used from designated rooms as aforesaid at the counting centers).

3.4 The 3rd and the inner cordon shall be at the door of the counting hall. This will be manned largely by Central Armed Police Forces (CAPF). There will be frisking arrangements at this stage too so as to ensure that no mobile phones and other prohibited items are carried inside the counting hall.

3.5 No camera – still or video of the media (except the official video camera for officially recording the entire counting process) is allowed to be fixed inside any counting hall. No camera stand should, therefore, be allowed to be taken inside counting halls by media and journalists. Hand held cameras can be allowed to press corps carrying Media pass issued by the ECI. Further, while taking audio visual coverage of the counting process with camera carried in hand or on shoulders by the media/press, under no circumstances, the actual votes recorded on an individual EVM or ballot papers is to be photographed or covered by audio visual coverage. The exact location up to which the still and video cameras of the media and press can move, should be indicated by the Returning Officer in advance, marked by a line or a string for guidance of all concerned.

3.6 All entry at all times however, is subject to the over-all requirement of maintenance of law and order, proper decorum and the conduct of peaceful counting.

**D. OTHER
STATIONERY TO COUNTING STAFF**

4.1 Please provide every counting table with the following stationery:

- i. One ballpoint pen of blue ink;
- ii. A paper knife for breaking open the seals;
- iii. Part-II of Form 17 C in which the names of the candidates are printed in the same order in which they appear on the ballot paper. The revised FORM 17 C, PART – II is at **Annexure – 1.I**
- iv. Proforma for recording of votes secured by each candidate and NOTA, by Additional Counting Staff/Micro-observers.

4.2 Adequate teams for sealing the EVMs and various envelopes after counting should be made with all necessary paraphernalia. The Nodal Officer for sealing work will keep in his possession safely the ECI Secret Seal and use it, wherever needed.

4.3 A system of receiving counting related information and complaints in the CEO's place should be set up. For this purpose the CEO's control room helpline nos. 1950 should be properly briefed and activated 72 hours in advance. These arrangements should be advertised through newspapers, radio and other media means.

Please bring the contents of this letter to the notice of all concerned, for strict compliance.

Yours faithfully,


(Sumit Mukherjee)
Secretary

Annexure 1.A

APPOINTMENT OF COUNTING SUPERVISOR/ASSISTANTS

ORDER

No.....

Dated :.....

Election to the House of the People /Legislative AssemblyConstituency

I.....(name).....(designation) appoint the persons whose names are specified below to act as Counting Supervisors/Assistants and to attend at.....for the purpose of assisting me in the counting of votes at the said election.

1.

2.

Place

Signature

Date

Returning Officer

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APPOINTMENT OF MICRO OBSERVERS

ORDER

No.....

Dated:.....

Election to the House of People/ Legislative Assembly.....Constituency

I.....(name).....(designation) appoint the persons whose names are specified below to act as Micro Observers for counting and to attend at for the purpose of assisting me in observing the counting of Votes at the said election.

1.....

2.....

Place.....

Signature.....

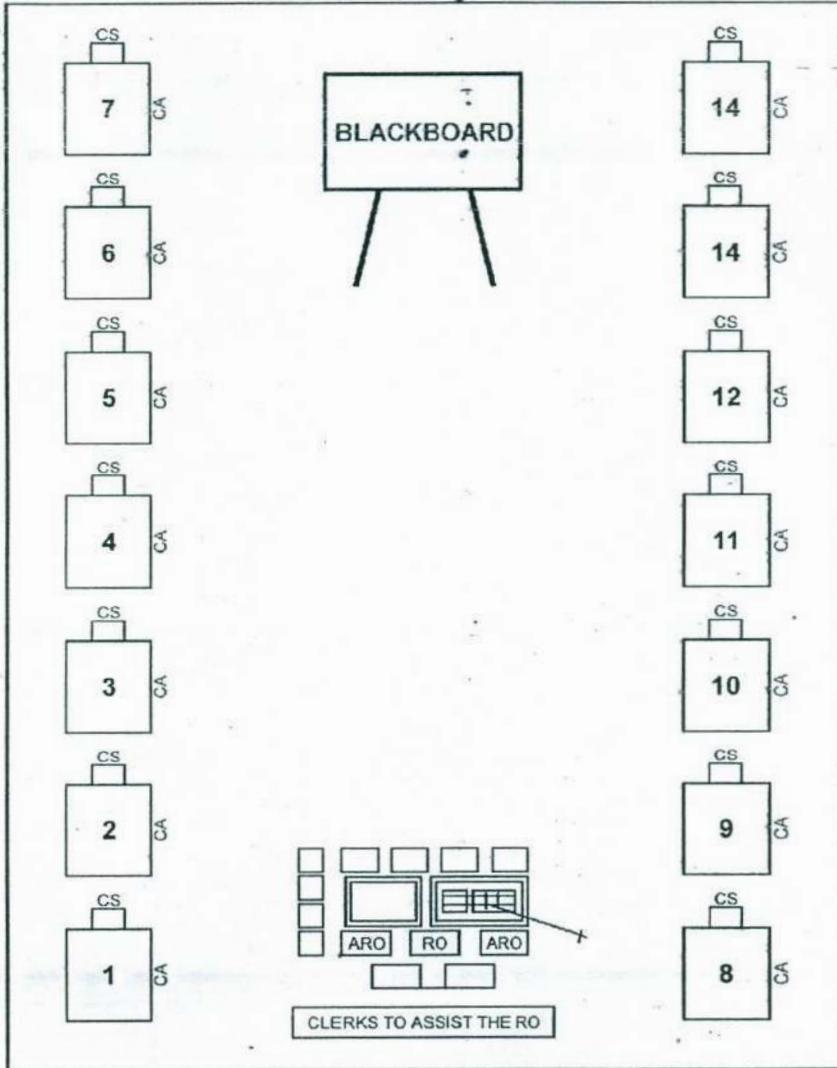
Date.....

Observer.....

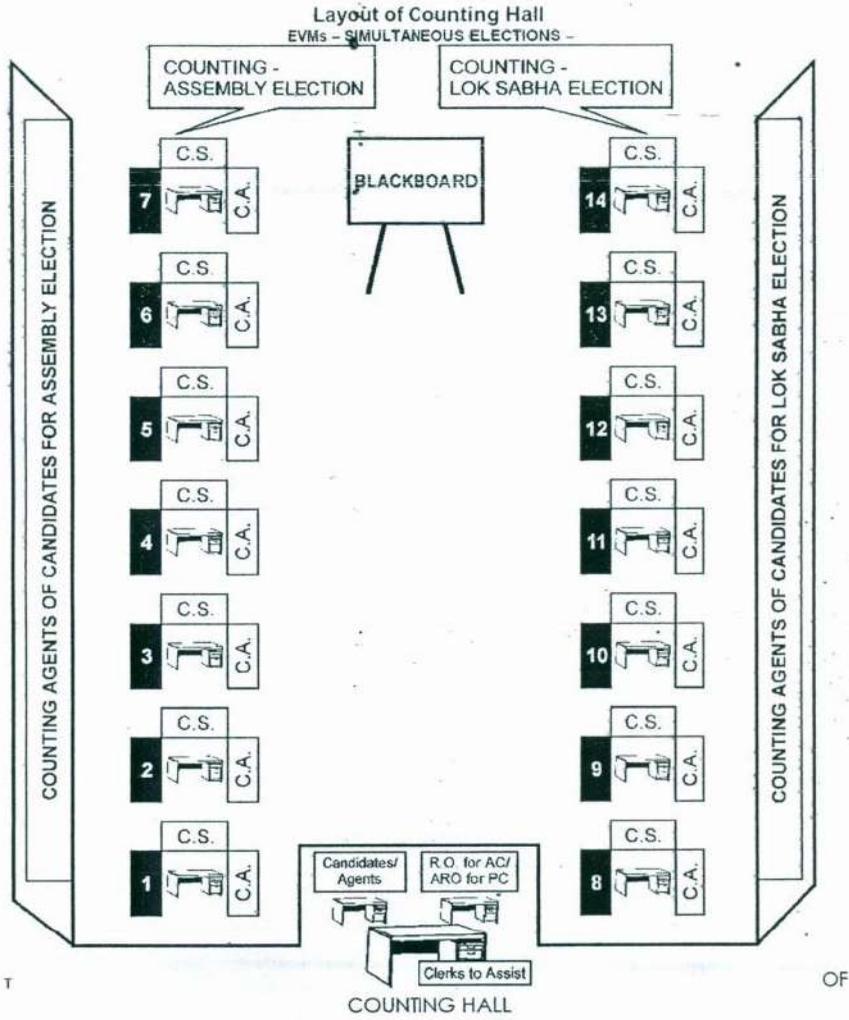
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Annexure 1.C

LAYOUT OF COUNTING HALL



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**Election Commission of India
INFORMATION SHEET ON COUNTING CENTRES**

State/UT Code :		State/UT Name :			
A. Basic Information					
(a) Counting Centre No.			(b) Category : Urban/Rural		
(c) No. of Parliamentary Constituencies proposed to be covered in this Centre :					
Sl. No.	PC No.	PC Name	PC Type (Gen/SC/ST)	Whether PC covered in whole or part	
1.					
2.					
3.					
(d) Building					
(e) Area-ID (Particulars of the Street/locality/ area in which the building is situated):					
(f) Village/Town/Metro Name* ¹ :					
(g) Police Station No.:		(h) Police Station Name :		(k) Pin Code	
(i) District No. :		(j) District Name :			
(l) Confirm is the Strong Room for storing Polled Ballot Boxes After the Poll is located in the counting centre itself : Yes/No					
(m) If the answer in (l) above is 'No', name of place where the Strong Room is located, its distance from the Counting Centre and the reasons for choosing this location :					
(n) Whether sufficient space/shelter is available near the Strong Room for the Security Guards & agents of the candidates to keep watch : Yes/No (Please give details in item E(b)).					
(o) Distance From Police Station of which the Counting Centre forms a part (in Kms.) :					
(p) ECT's approval date :					
(q) Attached Media Centre No. & Name :					
B. Facilities/Infrastructure Available (Please Tick)					
(a) Type of Structure : Pucca/Kuchcha		(b) Adequate Storage Space :		Yes/No	
(c) Water : Yes/No		(d) Toilet :		Yes/No	
(e) First-aid facilities : Yes/No		(f) Regular electricity availability :		Yes/No	
(g) Arrangements proposed for emergency lighting :					
(h) fire-fighting arrangements proposed :					

*¹ Strike out whatever is not applicable.

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C. Information on Counting Halls						
No. of halls available for Counting :						
Halls No.	Dimension of the Hall (in Mtrs.)		No. of Doors	AC Nos. of Assembly Segments proposed to be covered* ²		No. of tables proposed to be placed in the Hall
	Length	Width		In whole* ³	In part* ³	
Note : Please use continuation sheets, if required, for Giving information on all counting halls.				No. of continuation sheets added : ____		
				No. of continuation sheets added : ____		

*² Not applicable for UTs without Legislative Assemblies.

*³ AC Nos. should be given in the order in which the counting is proposed to be taken up.

D. Communication Facilities proposed to be installed* ⁴			(a) STD Code :
(b) Tel : (1)	(2)	(3)	(c) Fax :
E. Verification Report of RO		(a) Date of Verification :	
(b) Remarks/Recommendations (covering the aspects of law and order, security, public address system, media and place for crowds etc.):			
Continued on continuation sheet no. ____ No. of continuation sheets added : ____			
Verifying Officer's		Date :	

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	(c) Name :	Place :
	(d) Designation :	
	(e) Full Address : (use stamp, if available)	Signature :
	F. For use by CEO	
	(e) Remarks :	
Continued on continuation sheet no. _____		No. of continuation sheets added : _____
	(b) Name :	Date :
	(c) Address : (use stamp, if available)	Place : Signature :

*4 Phone/fax nos. should be obtained in advance, even though these may be made operational later.

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Election Commission of India
INFORMATION SHEET ON COUNTING CENTRES

Continuation Sheet for CEO's Comments

State/UT Code :	State/UT Name :
A. (a) Counting Centre No.:	

F. For use by CEO	
(b) Remarks (contd.) :	
Continued on continuation sheet no. _____ No. of continuation sheets added : _____	
(b) Name:	Date:
(c) Address: (Use stamp, if available)	Place:
	Signature

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Annexure 1.E contd

Explanatory Notes

Item No.	Item	Explanation
	State/UT Code	Code assigned to the State/UT: S01 to S25 and U01 to U07 for UTs in alphabetical order (List of codes enclosed)
A(a)	Counting Centre No.	No assigned to the Counting Centre Within each State/UT, Running Serial numbers for Counting Centres have to be given, starting from 1
A(b)	Building	Name of the Building of the Counting Centre
A(c)	Area-ID (Particulars of Stree/locality/area in which the building is situated)	Geographical identification details like Street, Mohalla, Locality, Area etc. where the building of the Counting Centre is situated. This should help to quickly locate the building.
A(d)	Police Station No.	No. assigned to the Police Station within the District. Running serial number, starting from 1, should be assigned to Police Stations within each District.
A(e)	District No	No. assigned to the Revenue District within the State/UT. Running serial nos., starting from 1, should be assigned to the districts in a State/UT.

Note : The Police Station No and District No should be the same as assigned to these units in the control tables defined in the detailed data structures, which were circulated to the States/UTs in connection with Computerization of Electoral Roll, 1998 vide Commission's letter No. 23/97/PLN-II dated 29th September, 1997. If these unique identification numbers for the various units have not been assigned so far, the verifying officers may leave the respective fields blank, but the names of the different units must invariable be filled up in the form.

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State/ UT Code	Name of State/ UT	Short Name of State/ UT
S01	Andhra Pradesh	AP
S02	Arunachal Pradesh	AR
S03	Assam	AS
S04	Bihar	BR
S05	Goa	GA
S06	Gujarat	GJ
S07	Haryana	HR
S08	Himachal Pradesh	HP
S09	Jammu & Kashmir	JK
S10	Karnataka	KT
S11	Kerala	KL
S12	Madhya Pradesh	MP
S13	Maharashtra	MT
S14	Manipur	MR
S15	Meghalaya	MG
S16	Mizoram	MZ
S17	Nagaland	NG
S18	Orissa	OR
S19	Punjab	PB
S20	Rajasthan	RJ
S21	Sikkim	SK
S22	Tamil Nadu	TN
S23	Tripura	TP
S24	Uttar Pradesh	UP
S25	West Bengal	WB
S26	Chhattisgarh	CG
S27	Jharkhand	JH
S28	Uttarakhand	UT
U01	Andaman and Nicobar Islands	ANI
U02	Chandigarh	CHND
U03	Dadra and Nagar Haveli	DNH
U04	Daman and Diu	D&D
U05	NCT of Delhi	DL
U06	Lakshadweep	LKD
U07	Puducherry	POND

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NOTICE TO CANDIDATE OR THEIR ELECTION AGENTS REGARDING THE DATE, TIME AND PLACE
FOR COUNTING

Election to Lok Sabha.....Legislative Assembly Constituency (When
Counting takes place at one place)

In pursuance of rule 51 of the Conduct of Elections Rules, 1961, I hereby give notice that I have, in
accordance with the said rule, fixed the.....day of (month).....20.....a.m./p.m. as the
date and time for the counting of votes in the Constituency and (Place) in.....as the
place for such counting.

Place

Signature

Date

Returning Officer

To

All candidates or their election agents.

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Annexure 1.H

NOTICE TO CANDIDATE OR THEIR ELECTION AGENTS REGARDING THE DATE, TIME AND PLACE FOR COUNTING

Election to Lok Sabha Legislative Assembly* Constituency (When Counting takes place at more than one place) In pursuance of rule 51 of the Conduct of Elections Rules, 1961.

In pursuance of rule 51 of the Conduct of Elections Rules, 1961, I hereby give notice that I have fixed the date, time and places of counting for the different Assembly segments of this Parliamentary Constituency as specified below:

Name of the Assembly Constituency	Date and Time	Place of Counting
-----------------------------------	---------------	-------------------

The Postal ballot papers of the entire Parliamentary Constituency will be counted, and the results of poll at all the polling stations will be consolidated at.....(Place) on.... (date)at.....(time).

Place Signature
Date Returning Officer

To All Candidates or their election agents.

FORM 17 C
PART II – RESULT OF COUNTING

Sl No. of Candidates	Name of Candidates	Number of votes as displayed on control unit	Number of test votes to be deducted as per item 5 of Part I	Number of valid votes (3-4)
(1)	(2)	(3)	(4)	(5)
1.	A	ab
2.	B	cd
3.
4.
5.
6.	None of the Above	xy

TOTAL

Whether the total number of votes shown above tallies with the total number of votes shown against item 6 of Part I or any discrepancy noticed between the two totals.

Place.....

Date.....

Signature of Counting Supervisor
Full Signature

Name of candidate/ election agent/ counting agent

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

Place.....

Date.....

Signature of Returning Officer

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No. 470/INST/2014-EPS

Dated: 30.04.2014

To

The Chief Electoral Officers
of all States and UTs.

Ref: ECI letters No. 470/2007/PLN-I Dated 29th August, 2007, No. 464/INST/20011/EPS, Dated 12.05.2011, No. 470/INST/2013-EPS Dated 2nd May, 2013, No. : 470/2009/EPS Dated : 22nd January, 2009, No. 470/TN-LA/2011, dated 10.05.2011, No. 51/8/7/2010-EMS, dated 20.11.2010, Letter No. 51/8/7/2010-EMS dated 28th April 2011, No. 51/8/7/2010-EMS, dated 7th May, 2011, No.576/3/2001/JS-II dated 10.07.2001, No. : 470/2009/EPS dated: 22nd January, 2009, No. 51/8/7/2011-EMS Dated: 14th February, 2012, No.470/2013/SDR Dated: 4th December, 2013.

Subject: Counting of votes for General/Bye-elections to the House of People/State Legislative Assembly – Counting procedure – regarding.

Sir/Madam,

I am directed to state that on a counting day the counting staff and counting agents should be asked to reach respective counting centres at least one hour before the hour fixed for commencement of the counting and take their position at the allotted table. The table wise allotment of counting staff will be made known to them at the reporting counter. The counting procedure till the declaration of result is reproduced, as a comprehensive guideline in, supersession of existing guidelines /instruction, for compliance in all future elections to Lok Sabha and Legislative Assembly.

Date, time and place of counting of votes

The date, time and place of counting shall be decided, in advance, and shall be intimated in writing to the contesting candidates in advance, in any case, 3 clear days before the date of poll.

It is pertinent to mention, that the counting of votes of a constituency shall not commence, if adjourned poll in any polling station(s) ordered by the ECI, is pending. However, there is no objection to commencement of counting, if re-poll has been ordered by the ECI at some polling station(s) and that re-poll is taking place on the day of counting. In such case, the polled EVMs from the polling station will be brought direct to counting centre and counted. However, in such case, the penultimate round of counting shall start only after polled EVMs, from the polling stations having re-poll are received in the concerned counting hall under full security escort.

COUNTING PROCEDURE:

OPENING OF THE STRONG ROOM

1. The RO should commence the counting at the hour fixed for the purpose. The strong room, where polled EVMs are kept under safe custody, should be opened, in the presence of RO/ARO(s), candidates/ election agents and ECI observers. After making necessary entries in the log book maintained for the purpose, the seal of the lock should be checked and then broken. Entire proceedings shall be video-graphed with due date-time stamping.

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COUNTING OF VOTES IN COUNTING HALL

2.1 Everyone present in the counting hall should be instructed to maintain secrecy of vote. For that purpose, RO should read out aloud the provisions of section 128 of the Representation of the People Act, 1951.

2.2 Under Rule 60 of the Conduct of Rules, 1961, counting shall be continuous. No unauthorized person should be in the counting hall. During the entire counting process complete discipline and decorum shall be maintained. Under Rule 53(4), the RO has authority to ask anybody to go out of counting centre, if he misconducts himself and/or disobeys any rightful direction of the RO.

COUNTING OF POSTAL BALLOT PAPERS (PBs)

3.1 As per the requirement of rule 54A of C.E. Rules, 1961, the postal ballots shall be taken up for counting first at the Returning Officer's table. **Under the law (rule 54A) the postal ballot papers are to be counted first. It is clarified further that it is not necessary to wait for the counting of postal ballots to be completed before counting of votes recorded in EVMs starts. After a gap of 30 minutes from the commencement of counting of postal ballot papers, the counting of votes in EVMs can start. Counting of postal ballot papers shall be done at RO Table. All postal ballot papers received should be brought before the RO. Only such postal ballot papers as are received before the hour fixed for commencement of counting shall be counted.**

3.2 On the day previous to the date of counting, the Returning Officer shall meet the observer and furnish the latest account of the total number of postal ballot papers received back both from the facilitation centres and those received through post. At the time of commencement of counting he should also give similar information to the Observer in respect of postal ballot papers received subsequently and till the time fixed for commencement of counting on the day of counting.

3.3 Ideally not more than 500 postal ballots may be counted in one Table at a time in each round. Accordingly, arrange for additional tables, subject to availability of space inside the counting hall, for counting of votes polled by postal ballot. However, ordinarily not more than four counting tables may be provided for counting of postal ballot paper. In each Table for counting of postal ballot there should be an ARO. Thus there will be as many AROs for counting of postal ballot papers as are the number of Tables provided for counting of postal ballot. For each such Table, there will be one Counting Supervisor and two Counting Assistants. The Counting Supervisor and Counting Assistants for the postal ballot should be Gazetted officers.

3.4 Persons involved in postal ballot counting should also be trained about all aspects of postal ballot counting for which there are already detailed instructions of the Commission.

3.5 RO or one of the AROs shall explain and demonstrate the requirements of a valid declaration to all the counting supervisors, assistants and the micro observers before the envelopes of the postal ballot papers are distributed to each of the counting tables and actual scrutiny of the declaration by the counting supervisor.

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3.6 The RO shall ensure that there is no inordinate delay in scrutiny of the declarations by the AROs and the counting supervisors.

3.7 There shall be an additional micro-observer (GOI or CPSU official) for each table for postal ballot counting.

3.8 All the cases of rejection of postal ballot on account of defects in Declaration in Form 13A should be re-verified by the Returning Officer before they are actually put in the rejected category.

3.9 As already instructed in the Handbook for Returning Officers, the penultimate (one before the last) round of counting of votes recorded in EVMs shall not commence till the counting of postal ballot is completed in all respects.

3.10 **The contesting candidates will be entitled to appoint a counting agent for each Table provided for counting of postal ballot papers.**

3.11 The additional measure being put in place to expedite the process of counting of postal ballot paper by providing additional counting tables in view of the large number of votes polled by postal ballot may be brought to the notice of contesting candidates in advance so that they can also appoint **additional counting agents for the extra tables.**

3.12 The Observer shall very closely oversee the process of counting of votes by postal ballot, especially the scrutiny of the declaration in Form 13A. While submitting the report on counting, after declaration of result, the Observer shall include therein a detailed description of the procedure followed for the postal ballot counting. This should specifically make a mention about the total number of postal ballot papers received for counting, no. of PB rejected, no. of tables provided for postal ballot counting and the total time taken for the counting of PB.

3.13 All PBs received by the RO up to the hour fixed for commencement of counting shall be counted, so all such PBs should be brought before the RO. Please note that no 'Cover -B' in Form 13-C which contains the PB, received late after the time fixed for the commencement of counting shall be opened and counted [Rule 54A(2)], and a suitable endorsement to that effect on the cover in Form 13-C should be made on each such cover received after the commencement of counting. Thereafter these Covers in Form 13C will be put into a larger cover and sealed, before proceeding further.

3.14 All postal ballots received till the time fixed for commencement of counting of votes shall be opened for counting. For counting of the postal ballots following points /stages must be scrupulously followed –

- (i) All cover 'B' in Form 13-C containing postal ballot papers, which were received in time by the Returning Officer, are to be opened one after another.
- (ii) On opening the cover "B" in Form 13C, two documents are required to be found inside. The first is -the declaration by the voter in Form 13-A and the second is -the inner "Cover A" (Form 13-B) containing the postal ballot paper. Before opening the cover "A" containing the postal ballot paper, the Returning Officer shall check the declaration (Form 13-A).
- (iii) He shall reject a postal ballot paper without opening its inner cover (Form 13-B) in any of the following cases:
 - (a) If the declaration in Form 13-A is not found inside the cover "B" in Form 13-C;

- (b) If the declaration has not been duly signed by the elector or has not been duly attested by an officer competent to do so or is otherwise substantially defective;
- (c) If the serial number of the ballot paper appearing on the declaration in Form 13A is different from the serial number as endorsed on the inner cover “A” in Form 13-B.

NOTE - A postal ballot paper shall not be rejected merely on the ground that the attesting officer has not put his seal on the declaration of the elector in Form 13-A, if the attesting officer has given all relevant details with regard to his name and designation on that Form. Further, a postal ballot paper shall also not be rejected on the ground that the sender (elector) has not put his signature on the outer cover “B” (Form 13C) in which he has returned the postal ballot paper, if the identity of the sender is verifiable on the basis of his declaration in Form 13-A.

- (iv) All such rejected covers “A” in Form 13-B containing the Postal Ballot Paper should be suitably endorsed by the RO or the dedicated ARO, and will be back with the respective declarations in the larger covers “B” in Form 13-C.
- (v) All such larger covers “B” will be kept in a separate packet, which will be sealed by the RO/ARO concerned and full particulars, such as the name of the Constituency, the date of counting and a brief description of the content will be noted thereon for identifying the packet.
- (vi) Thereafter, the RO/ARO will proceed to deal with the remaining covers “A” in Form 13-B, i.e., other than those rejected as aforesaid. In order to protect the secrecy of the postal votes, all the declaration in Form 13-A which are found on scrutiny to be in order should first be placed in a separate packet and sealed. **It is necessary to put these declarations away in a sealed packet before any ballot papers are brought out of their covers “A” in Form 13-B, to ensure secrecy of vote** as the declarations contain the names of the voters along with the respective serial numbers of their postal ballot papers.
- (vii) Thereafter, the RO/ARO will proceed to open the covers “A” in Form 13-B one after another to take out the postal ballot papers contained in them. The RO /ARO will scrutinize every such ballot paper and decide its validity.

A postal ballot paper will be rejected on the following grounds:-

- (a) If no vote is recorded thereon; or
- (b) If votes are given on it in favour of more than one candidate; or
- (c) If it is a spurious ballot paper; or
- (d) If it has been so damaged or mutilated that its identity as genuine ballot paper cannot be established; or
- (e) If it is not returned in the cover “B” sent along with it to the elector by the Returning Officer; or
- (f) If the mark indicating the vote is made in such a way that it is doubtful to make out the candidate to whom the vote has been given; or
- (g) If it bears any mark or writing by which the voter can be identified.

NOTE -There is no particular mark required by law to be made by a voter to indicate his/her vote on a PB. Any mark can be accepted as valid so long as it has been so made on the PB that the intention of the voter to vote for a particular candidate is clear beyond any reasonable doubt. Thus a mark made anywhere in the space allotted to a candidate will be taken as a valid vote in favour of the candidate concerned.

- (viii) The valid votes will then be counted and each candidate credited with the votes given to him. The total number of postal votes received by each candidate so counted will be entered in the result sheet in Form 20 and announced for the information of the candidates/election agents/counting agents.
- (ix) Thereafter all the valid postal ballot papers and all rejected postal ballot papers will be separately bundled and kept together in a packet and sealed with the seal of the RO and the seals of such of the candidates, their election agents or counting agents, as may desire to affix their seals thereon.

3.15 In case the victory margin is less than total number of postal ballots received then there should be a mandatory re-verification of all postal ballots. In the presence of Observer and the RO all the postal ballots rejected as invalid as well as the postal votes counted in favour of each and every candidate shall once again be verified and tallied. The Observer and the RO shall record the findings of re-verification and satisfy themselves before finalizing the result. The entire proceeding should be videographed without compromising the secrecy of ballot and the video-cassette/CD should be sealed in a separate envelope for future reference.

COUNTING OF VOTES RECEIVED BY POST FOR PARLIAMENTARY CONSTITUENCY

4.1 The Assistant Returning Officer for the Parliamentary Constituency who will count the votes polled at a component assembly segment will have nothing to do with counting of the postal ballot papers for the Parliamentary Constituency. According to Rule 65 of the Conduct of Elections Rules, 1961, if votes are counted at more places than one (as in most cases they will be in the case of Parliamentary election), the provisions of rule 54-A of the said rule will apply only to the counting at the last of such places. It is possible to regard the place at which the Returning Officer finally counts and declares the result as the last place of counting in a point of time. In other words, the procedure for the RO of the PC will be to get Part-I of Form 20 final result sheet duly completed by the Assistant Returning Officer.

COUNTING OF VOTES RECORDED IN EVMs

DISTRIBUTION OF CONTROL UNITS AND GENERAL PROCEDURE

5.1 After 30 minutes of the commencement of postal ballot counting, the EVM counting can start. However, the penultimate round of EVM counting shall not commence unless the postal ballot counting is over.

5.2 While RO may still be engaged in counting the postal ballot papers, the work of distribution of control units of voting machines on the various counting tables can start. The EVMs should be brought under escort from the strong room to the counting hall. Distribution of control units to the counting tables should be done in the serial order of the polling stations, i.e. in the 1st round of counting; CU used at PS No. 1 should be given to counting table number 1, that of PS No. 2 to counting table number 2, and so on. Similarly, for counting of votes for simultaneous elections, in the 1st round of counting, control unit for Assembly election used at polling station number 1 should be given to table number 1 and the control unit used for Lok Sabha election at polling station number 1 should be given to table number 8 which should be the first table for the counting of votes for Lok Sabha election and so on. **Extra care has to be taken to ensure this arrangement and to ensure this a senior officer may be appointed to function as nodal officer.** Keep an account of such distribution with RO for his information.

5.3 Please take care that only after all EVMs of a particular round are properly counted, ECI observer having done parallel counting of two randomly selected EVMs, and round wise tabulation is completed, and round wise result is announced by the RO and the RO has signed on Part-II of Form 17 C in respect of all EVMs counted in a round as well as round wise tabulation statement in the prescribed performa, the EVMs for next round are brought in the counting hall after getting verbal clearance of RO/ARO.

5.4 Please also ensure that in the case of counting for simultaneous elections, the next round of counting shall be taken up only after the counting in the previous round, in respect of both Assembly and Parliamentary elections is completed and Control Units used in the polling stations covered by the round completed are removed from the counting tables.

5.5 At the time of counting, only the control unit of the EVM is required for ascertaining the result of poll at the polling station at which the control unit has been used. The ballot units may leave to be kept in the strong room.

5.6 Along with the control unit used at a polling station, sealed cover containing the relevant Account of Votes Recorded in Part- I of Form 17C pertaining to that polling station shall also be supplied to the counting table. Also supply adequate number of Part-II of Form 17C (with candidates' names pre-printed).

(PROCEDURE TO BE FOLLOWED BEFORE COUNTING OF VOTES FROM CONTROL UNITS)

OPENING OF CARRYING CASES OF CONTROL UNITS AND CHECKING OF SEALS

6.1 **Before taking out the Control Unit from its carrying case, seals (address tags) affixed by the Presiding Officer on the carrying case is should be examined and ensure from address tags and Form 17C that it is the same control unit, which was actually used at that particular PS.**

6.2 **If the seals put on the carrying case are intact**, remove the seals from the carrying case, take out the control unit and place it on the counting table for the inspection and checking of seals [Pink Paper Seal (PPS), the Outer Paper Seal (OPS), the special tag, the Green Papers Seals (GPS)] thereon by the candidates or their agents present at the counting table.

The following steps may be taken for comparison of the serial number of the paper seal:

- (i) Remove the outer strip seal and the seal on the outer cover of the Result Section and open that cover.
- (ii) On opening the outer cover of the Result Section you will see the inner cover sealed with the special tag and seal of the Presiding Officer. Check this seal also. Even if the seal is not intact, the control unit could not have been tampered with if the paper seal is intact and has not been tampered with.
- (iii) In the inner cover of the Result Section, there will be green paper seals. Instructions have been issued that the green paper seal should be so fixed that the two open ends of the seal project outwards from the sides of the inner compartment in which the result buttons are located. On one such open end of the paper seal will be the printed serial number of that seal. That serial number on the paper seal should be compared with the serial number as given in the paper seal account prepared by the Presiding Officer in Item 9 of Part I of Form 17C.
- (iv) Allow, without fail, the candidates or their agents present at the counting table also to compare such serial numbers of the paper seal and special tag and satisfy themselves that the paper seal and special tag are the same which had been fixed by the Presiding Officer at the polling station before the commencement of poll.
- (v) If the serial number of the paper seal actually used in the control unit does not tally with the serial number as shown by the Presiding Officer in the paper seal account,

it may be that the paper seal account contains a mistake or there would be a prima facie suspicion that the voting machine has been tampered with. Decide the question by checking the serial numbers of the unused paper seal returned by the Presiding Officer and other relevant circumstances including complaints, if any, made by the candidates or their agents at the polling station. If RO find it to be the case of clerical mistake, ignore the discrepancy.

6.3 If the seals of a carrying case are not intact, in that case also remove the seals from the carrying case, take out the control unit to ensure that other seals affixed/ put on CU, are intact. In case the seals affixed/put on CU are not intact, the Control Unit could not have been tampered with if the paper seal (Green Paper Seal) put on the inner cover of the Result Section is intact. If the paper seal (Green Paper Seal) is not intact, it should immediately be brought to the notice of the Returning Officer and in no case the counting of votes of that particular CU shall be taken or counted without approval of the Commission.

In case, RO is satisfied that the voting machine has been tampered with, or is not the same which was supplied for use at that polling station, the machine should be kept apart and the votes recorded therein should not be counted. RO should report the matter to the Election Commission. Under the law, it is not necessary to adjourn the entire counting if any voting machine has been found by RO to have been tampered with. RO should, therefore, proceed with the counting in respect of the other polling stations.

ASCERTAINING THE RESULT

7.1 The Commission has further directed that during each round of counting, Counting Supervisors will ensure that at the time of pressing the result button on the control unit of the EVM, the counting agents of all candidates are shown the display panel of the control unit to their satisfaction so that they can note down the votes polled in favour of each candidate as displayed on the control unit display panel. For this purpose, the control unit may be kept lifted, by the counting assistant in such manner and position that the display panel is clearly visible to the counting supervisor, and micro observer sitting on the counting table, and also to counting agents of candidates sitting across the wire-mesh/fence. In case, any counting agent desires to have the result displayed on EVM more than once, it shall be done to the satisfaction of the counting agents.

7.2 After satisfying that the paper seal is intact, the control unit is the same as was supplied at the polling station and there is no tampering with the same, the votes recorded therein shall be counted. For counting of votes recorded in the machine, the following procedure should be followed:-

- i. Switch 'on' the control unit by lifting the power switch provided in the rear compartment to 'on' position. The On' lamp in the Display Section of the control unit will then glow green.
- ii. Pierce the paper seal over the Result I/Result Button provided below the upper aperture of the inner cover of Result Section.
- iii. Press the Result I/Result Button.
- iv. At the Result I/Result Button being so pressed, the total number of votes recorded for each candidate the polling station shall be displayed automatically in the Display Panels of the control unit. Supposing, there are six contesting candidates and the total number of votes is 758.

In case of pre-2006 EVMs

cd	6
10	758
01	109
02	59
03	77
04	263
05	38
06	02
—	—

(This is only an example)

[N.B. Result II Button is not used as for a simultaneous poll a separate CU is used.]

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In case of post-2006 EVMs

COMPUTING RESULT

POLL RESULT

PDT _____

PST _____

PET _____

SL NO.- _____

CANDIDATES

6

TOTAL POLLED

VOTES - 758

CANDIDATE - 01

VOTES - 109

CANDIDATE - 02

VOTES - 59

CANDIDATE - 03

VOTES - 77

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- v. The counting supervisor shall note down, carefully, the above result as displayed sequentially candidate-wise in 'Part II - Result of Counting' of Form 17C.

7.3 If required, press the Result I Button again to enable the candidates and/or their agents to note down the above result.

7.4 After the result has been noted, close the cover of Result Section and switch 'OFF' the control unit.

7.5 While calculating the percentage of Votes polled in a Polling Station, the votes cast by EDC Voters may be added to total votes polled by the Electors of that Part but the percentage may be calculated with reference to total Voters assigned to that Polling Station vis-à-vis Part of the Electoral Roll. However the Instruction issued in Para 24 of ECI Instructions issued vide letter no. 52/2014-SDR/ Dated: 7th March, 2014 on the subject "Guidelines for issue of Election Duty Certificates – regarding" to indicate the EDC Voters separately in Item No. 1 of Form 17 C (Part – I) shall be followed so that there is no discrepancy at the time of counting of Votes.

COMPLETION OF PART II - RESULT OF COUNTING OF FORM 17C

8.1 As the votes secured by each candidate are displayed on the Display Panels of the control unit, the counting supervisor should record the number of such votes separately in respect of each candidate in 'Part II - Result of Counting' of Form 17C. He should also note down in the said Part II of Form 17C whether the total number of votes as shown in that Part tallies with the total number of votes shown against Item 6 of Part I of that Form or any discrepancy has been noticed between these two totals. After completing that Form in all respects, the counting supervisor should sign it. He should also get it signed by the candidates or their agents present at the counting table.

8.2

- (i) Sufficient no. of Part – II of form 17-C (Result of counting) with the names of all the contesting candidates and NOTA below the name of the last contesting candidate shall be pre-printed.
- (ii) The Commission has directed that the Part-II of Form 17C shall be prepared in duplicate using carbon paper. And both the copies should be got signed from the counting agents present. One copy of the Part-II of Form 17C will be handed over to the RO/ARO for computing round wise tally of votes.
- (iii) The other copy of the Part-II will be collected from each table by an official specially designated by the RO. He will make photocopies for distribution among the counting agents present at respective Counting Tables for their record and verification. The starting of the next round of counting need not wait till distribution of these copies is complete. This can go on simultaneously. Therefore, necessary arrangements for photocopying shall be made in each counting hall.
- (iv) The original second copy should be returned to the Counting Supervisor of the respective table. They will keep the copy of each round of EVM counting and at the end of the counting put them in an envelope super scribed "Duplicate copy of result of counting in Form 17C-Part-II", mention the Table No., total number of rounds counted and the Name of the Counting Supervisor and handover the envelope

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personally to the R.O./A.R.O. after completion of counting. This packet should be sealed and kept separately by the RO along with other documents.

8.3 The Commission has also directed that when tabulation sheet of each polling booth (Form-17-C) is received at the RO's table, it will be the responsibility of the Returning Officer to show it to the candidates/their election agents/counting agents sitting at the Returning Officer's table to enable them to note down the results of each candidate for each polling station. RO should countersign the Form after satisfying himself that the same has been properly filled and completed in all respects. The Form so countersigned by the Returning Officer should be sent to the officer who is compiling the final result and preparing the Final Result Sheet in Form --20.

8.4 Further, RO should either announce or cause the entries of votes polled by each candidate **after each round** on a display-board of minimum size of 6x9 feet to be put up conspicuously so that each counting agent can see and note down /cross check the entries and RO/ARO can announce through public address system. This will enable RO to proceed uninterruptedly with the counting of votes at other polling stations.

8.5 It is possible that a particular CU used at a polling station does not display result due to technical mal-functioning of the same, then technicians of BEL/ECIL, as the case may be, be called to retrieve data. If they also are not able to do so, then that EVM shall be sealed and kept aside and need not be counted. It must, without fail, be brought to notice of Election Commission of India and CEO of your state/UT, for further directions. The counting of remaining machines will continue unabated. If any machine has been kept apart and not counted for this reason or for being found tampered with, then Commission's written prior approval will be needed (Even if the margin between first two candidates is more than the total voters of the concerned polling station) before declaring the result of the election from that constituency.

PREPARATION /COMPILATION OF FINAL RESULT SHEET – FORM 20

PREPARATION

9.1 The officer in-charge of compiling the final result and preparing the Final Result Sheet in Form 20 should make entries on that Form showing the votes polled by each candidate polling station wise strictly in accordance with the entries made in 'Part II Result of Counting' of Form 17C in respect of each polling station. The number of tendered votes polled, if any, at a polling station should also be noted in the appropriate column in Form 20 against the polling station concerned including the number of tendered vote recorded as per the report of the Presiding Officer. Tendered votes are not counted.

CROSS CHECKING

10.1 In addition to above, on the basis Form 17C duly completed by counting supervisors, RO shall get prepared a round wise statement in the following Proforma. A copy of the detailed polling station-wise round-wise breakup of the votes as shown in the said Proforma will be kept by the Observer in his folder. In addition, on the computer installed in the Counting Hall where parallel tabulation work will be done in an Excel Sheet to counter check any human error. This data entry will also be done Polling station wise and Round wise. Even though computer tabulation will not substitute the manual tabulation being done for obtaining final result of the counting of votes, the Computer based parallel tabulation/totaling will be helpful as a double check on the accuracy of manual tabulation. The said data shall be entered in the excel sheet in the computer and a print out of the same shall be taken out and compared by the observer and also be signed by the officer.

Annexure for tabulating Trends/Results

Number & Name of Constituency _____ Round Number ____ Date _____

Table No	1	2	3	4	5	6	Total	Brought from Previous Round	Cumulative Total
Polling Booth No									
Sl No	Name of Candidate								
Rejected Vote									
Total Vote									
	Initial of RO								
	Initial of Observer								

- Important:
1. All Over writings/cutting should be certified by observer
 2. Polling station Number whose votes are counted should be indicated below the table Number
 3. A copy of this is to be kept by observer in a separate folder for cross checking later

10.2 Both RO and the observers should get satisfied after due checking that the number of votes posted against the name of each candidate in respect of every counting table tally with the figures as shown in Part-II of Form 17C (result of counting) pertaining to that counting table. Then it should be signed by RO and observer. Thereafter RO should announce the result of that round loudly or using loudspeaker for every body's information.

10.3 As a measure to cross check the correctness of counting, the Commission has directed the observers to randomly select two EVMs counted in a round and with the help of additional counting staff provided to them to assist in this regard ascertain once again count of votes polled by each candidate and after getting satisfied, then only countersign the relevant column of above referred statement. The Additional Counting staff shall prepare the result of two randomly selected EVMs in following format--

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PROFORMA FOR RECORDING OF VOTES

BY ADDITIONAL COUNTING STAFF

No and Name of A.C. –

Round No.-
Table No.-
C U Number:

Polling Station Number:

SN	Name of Candidate (Pre-Printed)	No. of votes recorded

Date:

Signature of Addl. Counting staff (With full name)

*** To be handed over to the Observer only.**

10.4 If any discrepancy is found between the result obtained from the table and that ascertained through the random checking by the observer as mentioned above, then:

- (i) The result of that round for each table shall be re-verified from the EVMs.
- (ii) Such staff as is found to have wrongly noted the counting result would be taken off and replaced by another set of staff. Severe disciplinary action should then follow on the erring staff for their omissions and commissions.
- (iii) The result provided by such staff (and table) in the preceding rounds would be checked again in presence of observer and corrected sheets prepared wherever necessary.

10.5 The Observer and Returning Officer will sign the candidate wise results for that round after checking everything and ensure that the results of that round of counting of votes are immediately displayed prominently on the blackboard/whiteboard. It should also be announced through public address system. A copy of the round's results should be shared with all candidates/agents after completion of that round. A copy of the print out should be given to media room for information of press and another copy to communication room for uploading on GENESYS.

10.6 Next Round of counting should only start i.e. the next set of EVMs for the next round should be brought only after all tables of previous round have finished counting and the result of that round has been posted on the blackboard/whiteboard.

10.7 The Commission has issued detailed instructions on the flow of data through GENESYS. These instructions are to be followed scrupulously by all Returning Officers.

10.8 The RO will fax round-wise data to the CEO. Wherever hot lines are available with the CEO, these will be utilized to orally confirm the contents of the fax message. CEOs would set up adequate number of fax lines with hunting facility to receive the faxes. For this purpose, they can hire faxes or temporarily borrow fax machines from various government departments and corporations. The total number of such fax machines required, including a few in reserve, should be decided in advance and these should be positioned and tested at least 72 hours

before the start of counting. The CEOs should have blank forms to note down the round wise data, if received orally on phone or hotline.

10.9 As per the above arrangements, the progress of every round, Assembly segment-wise, will be announced as soon as each round is complete. Similarly, the consolidated position of the PC by combining the position of the rounds of different ACs available from time to time should also be announced over the public address system,, preferably from a centralized location where the public announcement booth is located. The public announcements could be repeated at suitable intervals for the knowledge of the public that gather in good number outside the Counting Centres.

COMPILATION

11.1 If RO is counting the votes of an Assembly constituency, he has to prepare the Final Result Sheet only in Part I of Form 20. In that Part, the number of votes polled by each candidate by means of postal ballot papers has also to be shown against the appropriate entry provided in that Form.

11.2 After the total number of votes polled by each candidate at every polling station and by means of postal ballot papers has been entered in the Final Result Sheet, strike thereon the grand total of the number of votes credited to each candidate, and also the grand total of postal and tendered votes. But, before striking this grand total, the entire Final Result Sheet shall have to be carefully checked and it must be ensured that each and every entry in respect of each candidate for every polling station has been made correct and that the Form is not incomplete in any respect.

11.3 Take care that only the voting used for taking re-poll where ever ordered is taken for counting and its count of votes candidate wise are entered in the Result Sheet.

11.4 PI also note that any incorrect totaling is going to materially affect the result of election. This, in turn will affect the declaration of result, which has to be made on the basis of Form 20. RO shall be held personally responsible for any inaccuracy / discrepancy in that Form. Any slackness shall be viewed very seriously by ECI and severe disciplinary actions will be taken against the RO.

11.5 ARO of Assembly segment of a Parliamentary constituency, after completion of counting of votes, shall prepare the Result Sheet in respect of that Assembly segment in Part I of Form 20. Part II of that form will be completed by the Returning Officer by consolidating the Result Sheets of all the Assembly segments. ARO of an assembly segment in a LS election, is not required to show in Part I of Form 20 the number of votes polled by the candidates by means of postal ballot papers because the counting of PBs, under the law, is required to be done by the Returning Officer for the Parliamentary Constituency and he will record the result of voting of postal ballot papers in Part II of the said Form 20.

11.6 Immediately on the completion of counting of votes of an Assembly segment of a Parliamentary Constituency, Result Sheet in Part I of Form 20, all the relevant Forms 17C and all other papers and records relating to the counting of votes should be forwarded to the Returning Officer for the Parliamentary Constituency for consolidation of the result and completion of the Final Result Sheet in Part II of Form 20.

11.7 The Returning Officer for the Parliamentary Constituency, on receipt of Result Sheets in Part I of Form 20 from Assistant Returning Officers, should incorporate the result in respect of each Assembly segment in the Final Result Sheet in Part II of the said Form 20. RO shall also record the result of counting of postal ballot papers in the said Part II of Form 20. Then, strike

the grand total of the votes received by each candidate (both the votes recorded in the voting machines at the polling stations and the postal ballot papers), rejected postal ballot papers and tendered votes.

11.8 A sample Final Result sheet duly completed in Form 20 is given at **Annexure I.H.**

ACTION TO BE TAKEN IN CASE OF MALFUNCTIONING OF ELECTRONIC VOTING MACHINES (EVM) DURING COUNTING OF VOTES

12.1 Following action to be taken in case of malfunctioning of EVM during counting of votes:

a. 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.

b. When counting of votes in other machines is complete, 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).

c. In both the cases where the margin of votes is more or less than the total votes polled in the malfunctioned 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-A below.

d. In case it is not possible to retrieve the result from the malfunctioned 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 send a detailed report to the Commission in the format mentioned at Annexure-A below.

e. If the result from the malfunctioned machine cannot 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-B below, 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 – C below 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.

f. 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).

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Annexure-A

(Report on retrieving result from Control Unit by using Auxiliary Display Unit/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 17 C

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

Sl.No.	Name of candidate	Party affiliation., if any	Votes polled
1			
2			

(Name & Signature of Returning Officer)

(Name & Signature of Observer)

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Annexure-B

(Report on non-retrieving of result from Control Unit by using Auxiliary Display Unit/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) even 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 17 C

Statement showing votes polled by the winning and runner up candidates

Sl.No.	Name of candidate	Party affiliation., if any	Votes polled
1			
2			

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 Unit (s) and to declare the result.

(Name & Signature of Returning Officer)

(Name & Signature of Observer)

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Annexure-C

(Report on non-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 could not be retrieved from the following Control Unit (s) even 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 17 C

As the margin of votes between the candidates having highest votes and the runner up is less than the votes polled in the malfunctioned 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 vote and runner up

Sl.No.	Name of candidate	Party affiliation., if any	Votes polled
1			
2			

(Name & Signature of Returning Officer)

(Name & Signature of Observer)

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ACTION TO BE TAKEN DURING COUNTING OF VOTES IN CASE PRESIDING OFFICER DOES NOT PRESS CLOSE BUTTON OF CU AT THE END OF POLL

13.1 In case Presiding Officer is found to have not pressed CLOSE button of Control Unit at the end of poll, following action should be taken during counting of votes in the presence of candidates/their authorized agents, under videography: -

a. 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.

b. 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).

c. 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-D** below.

d. 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-E** below, 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-F** below, where such margin is less.

e. 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).

The aforesaid instructions should also be brought to the notice of all Political Parties and contesting Candidates in advance.

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Annexure-D

(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.

Sl. 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)

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Annexure-E

(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)

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Annexure-F

(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.

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

S.N.	Name of candidate	Party affiliation, if any	Votes polled

(Name & Signature of Returning Officer)

(Name & Signature of Observer)

RECOUNT

14.1 Normally, there will be no question of recount of votes recorded in the voting machines. Every vote recorded by the voting machines is a valid vote and no dispute will arise as to its validity or otherwise.

14.2 Despite the necessity for recount being totally eliminated by the use of voting machines, the provisions relating to recount contained in rule 63 of the Conduct of Elections Rules, 1961, still apply.

- a) When the counting is complete and the Final Result Sheet in Form 20 has been prepared, RO should announce the total number of votes polled by each candidate as entered in Form 20. Then RO should pause for a minute or two.
- b) If during this period any candidate or, in his absence, his election agent or any of the counting agents, asks for a recount, RO should ascertain from him as to how much time he would require for making an application for recount in writing.
- c) A candidate has option to make request for recount of polled ballot papers and/or polled EVMs of all or some of the polling stations.
- d) If RO consider that the time applied for is reasonable, allow it and announce the exact hour and minute up to, which you will wait for receiving the written application for recount.
- e) RO must not sign the Final Result Sheet in Form 20 until after the expiry of the time so announced.
- f) If RO receives an application for recount, he should consider the grounds urged and decide the matter judiciously. RO may allow the application in whole or in part if it is reasonable or may reject it in to, if it appears to be frivolous or unreasonable. But the right of a candidate to demand a recount under rule 63 does not mean that recount can be granted for the mere asking. The party demanding recount has to make out a, prima facie case, which the counting was not accurate and recount is necessary in the interest of justice.
- g) In every case, RO should record a brief statement of reasons for the decision.
- h) ROs decision will be final.
- i) In case, RO allow an application for recount either wholly or in part, he shall have the votes recorded in the voting machines counted over again in accordance with his decision. The postal ballot papers will also be counted over again if so decided by RO.
- j) After the recount, correct the final result sheet necessary. Announce the amendments so made, if any, by RO.
- k) After the total number of votes polled by each candidate after recount has been announced by RO, complete and sign the Result Sheet. No candidate has a right to demand a recount after RO have completed and signed the Final Result Sheet. Reject any demand for any recount of votes after RO have completed and signed the Final Result Sheet.
- l) Entire process shall have to be video-recorded carefully.
- m) A candidate has right to file request for 2nd recount. It would be unreasonable to demand second recount if the first recount showed only minor variations from the first count and at the same time showed a very substantial majority in favour of one candidate. On the contrary, it would be reasonable to demand further recount where the margin between first two candidates is close and where previous recount has shown differing results.
- n) But RO would be justified in refusing a further recount when the previous recount showed the same result even if the difference between the contesting candidates may be very small.

14.3 It is pertinent to mention that a Returning Officer's duty is to count accurately the votes. Hence, at any point of time during counting, he has the right to order the counting staff to do the count of the votes again.

14.4 If votes are counted at more places than one, according to rule 65 of the Conduct of Elections Rules, 1961, the demand for recount of votes can be made only at the end of counting in the last place fixed for the purpose. Thus, in the case of Parliamentary Constituency, the recount can be demanded only at the place where the Returning Officer counts the postal ballot papers and completes Part II of the Final Result Sheet in Form 20 and not at the places where the votes have been counted Assembly segment-wise. If recount is permitted by the RO of PC, then all the voting machines and all relevant papers would have to be taken to the last place of counting (i.e. place of PC of RO) which will be very troublesome and inconvenient. Hence, it would be better and desirable that, if any doubt is expressed by any candidate immediately after the counting of votes at any polling station is over, RO check up again. This is strictly not a recount but a check, which will satisfy all the candidates.

ADJOURNMENT OF COUNTING

15.1 RO should proceed with the counting at each place continuously. In case RO have to suspend or adjourn the counting before its completion for any unavoidable reason, seal up all the voting machines and also all other papers relating to elections. Allow every candidate or his agent, if he so desires, to place his seal on every voting machine and packet, etc., in which the election papers are kept.

[N.B. It is preferable to keep all the sealed voting machines and packets, etc., in a separate room and have the room sealed and secured with ROs seal and the seals of candidates or their agents. Alternatively, the candidates may put their own locks in addition to ROs on such room.]

ROLE OF OBSERVERS

16.1 As soon as the final result is declared, the data as contained in Form 21E, which is handed over to the winning candidate, will be handed over to the Observer also for immediate communication to the Commission.

16.2 The Observers will ensure that the Final Result Sheet in Form 20 is filled by the RO before he declares the result in Form 21 C and sends it to appropriate quarters. One copy each of the Forms 20, 21C and 21E duly filled in, will be collected by the Observers and attached with their reports on counting.

16.3 Commission has decided that all Observers will keep a close watch on the process of counting of votes and compilation of results. Towards this end, neither the Observer nor the ARO/RO or any other election official should leave the counting hall till the counting is completed and result declared. Strict discipline should be maintained inside the counting premises and prompt action should be taken against anyone not observing the rules.

POWER OF OBSERVERS TO STOP COUNTING

17.1 The observers appointed by the Commission under section 20B of the Act have the power to direct RO to stop the counting of votes at any time before the declaration of the result or not to declare the result, if in the opinion of the observer booth capturing has taken place at a large number of the polling stations or at places fixed for the poll or counting of votes or any ballot papers used at a polling station or at a place fixed for the poll are unlawfully taken out of ROs custody or are accidentally or intentionally destroyed or lost or are damaged or tampered

with to such an extent that the result of the poll at the polling station or place cannot be ascertained. In such case, the observers have no power to order re-commencement of the counting. It will recommence only on the order of the Commission.

PROCEDURE TO BE FOLLOWED IN CASE OF DESTRUCTION, LOSS, ETC., OF VOTING MACHINE BEFORE COMPLETION OF COUNTING

18.1 Under the law (Section 64A) the Commission is competent to direct, after taking all material circumstances into account, the counting of votes to be stopped and, if necessary, order fresh poll if it is reported by the Returning Officer before completion of the counting of votes that the voting machine used at a polling station has been

- i. Unlawfully taken out of his custody, or
- ii. Accidentally or intentionally destroyed or lost, or
- iii. Damaged or tampered with, to such an extent that the result of the poll at that polling station or place cannot be ascertained. If any such occasion arises, RO should forthwith report full facts of the case to the Commission and await its directions in regard to the counting of votes.

PROCEDURES TO BE FOLLOWED IN THE CASE OF BOOTH-CAPTURING AT THE COUNTING CENTRE

19.1 Under Section 58A(b) of the Representation of the People Act, 1951, if booth -capturing takes place at any place of counting of vote in such a manner that result of the counting at that counting centre cannot be ascertained, the Returning Officer shall forthwith report the matter to the Election Commission.

19.2 On receipt of the report of the Returning Officer, the Commission shall, after taking all material circumstances into account, either direct a repoll at the affected polling stations or countermand the election. Therefore, once RO has reported the matter to the Commission, under section 58A, he will have to wait its directions in this regard and proceed further according to its directions when received.

COUNTING AFTER REPOLL DIRECTED AFTER COMMENCEMENT OF COUNTING

20.1 If any re-poll has been held at a polling station in accordance with the directions given by the Commission, RO should fix the date, time and place for counting the votes recorded in such re-poll and give notice of the same in writing to every candidate or his election agent. RO should follow the same procedure as detailed above for such further counting as far as it is applicable.

RESEALING OF VOTING MACHINES AFTER COUNTING

21.1 After the result of voting recorded in a control unit has been ascertained candidate-wise and entered in Part II - Result of Counting in Form 17C and in the Final Result Sheet in Form 20, the control unit is required under rule 56C of the Conduct of Elections Rules, 1961, to be resealed with ROs seal and the seals of such of the candidates or their election agents who may desire to affix their seals thereon. The resealing has, however, to be done in such a manner that the result of voting recorded in the control unit is not obliterated and the unit retains the memory of such result.

21.2 The aforesaid resealing of control units should be done in the following manner:-

i. Remove the battery from the Candidate Set Section of the control unit by removing the seal. After the removal of the battery, the cover of the Candidate Set Section should be resealed.

[N.B. Removal of the battery is necessary so that it does not leak with the passage of time and damage the machine. Removal of the battery will not however obliterate the result of voting recorded in the control unit, as the unit will retain its memory even without the battery.]

ii. Close the outer cover of the Result Section and reseal it.

iii. Keep the control unit so resealed in its carrying case.

iv. Reseal the carrying case.

v. Attach firmly to the handle of the carrying case an address tag containing the following particulars: -

a) Particulars of the election;

b) Name of the constituency;

c) The particulars of polling station where the control unit has been used;

d) Serial number of the control unit;

e) Date of poll;

f) Date of counting;

vi. Put a secret seal of the Commission in addition to ROs own seals, on all the above mentioned seals. Allow the candidates or their agents also to put their seals if they so desire.

21.3 The control units so resealed should be kept in specially prepared bigger boxes for safe storage.

21.4 The ballot units must have been received by RO from the polling stations duly sealed and secured in their carrying cases by the respective Presiding Officers. Normally, these units will not require to be opened at the time of counting. If any ballot unit is taken out of its carrying case for inspection or verification at the time of counting, it should be kept back in its carrying case after such inspection or verification and sealed.

21.5 The ballot units should also be kept in specially prepared bigger boxes for safe storage. All the control units and the ballot units used at the election are thus ready for transportation to the place of storage.

SAFE CUSTODY OF VOTING MACHINES

22.1 Under sub-rule (1A) of rule 92 and sub-rule (1A) of rule 93 of the Conduct of Elections Rules, 1961, the voting machines sealed as above 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 so sealed shall be retained intact for such period as the Commission may direct and shall not be used for next election without the prior approval of the Commission under clause (AA) of rule 94 of the said rules. The ECI has directed for minimum retention period of 6 months from the date of declaration of result.

C. SEALING OF OTHER ELECTION PAPERS FOR ENSURING SAFE CUSTODY

23.1 Apart from the voting machines, there are several other important election papers, which require be sealing and securing for safe custody and storage. Under rule 93(1) of the Conduct of Elections Rules, 1961, the packets of election papers specified therein shall not be opened and their contents shall not be inspected by, or produced before, any person or authority except under the order of a competent Court. Special care has thus to be taken for the safe custody of these papers. These papers are as follows where voting machines are used:-

- i. The packets of Registers of Voters in Form 17A, including the voter slips.
- ii. The packets of unused postal ballot papers with counterfoils attached thereto;
- iii. The packets of used postal ballot papers whether valid, or rejected (including the packets in which covers containing postal ballot papers received late are kept);
- iv. The packets of the counterfoils of used postal ballot papers;
- v. The packets of used and unused tendered ballot papers;
- vi. The packets of unused (surplus) ballot papers (printed for display on ballot units and for use as tendered ballot papers);
- vii. The packets of the marked copies of the electoral roll; and
- viii. The packets of the declarations by electors and the attestation of their signatures.

23.2 In view of the important nature of these election papers, the Commission has directed that these papers should also be sealed with the secret seal of the Commission.

23.3 The papers mentioned at items (iii) and (viii) above shall be made into packets at the time of counting. Such packets shall be sealed by RO with ROs own seal immediately after the counting of the votes is over and with special secret seal, which will be supplied by the Commission for the election for each constituency. The secret seal will be in addition to the seals, if any, put on these packets by such of the candidates, their election agents or counting agents, as may desire to affix their seals thereon. RO should point out to the candidates or their agents present that it is in their own interest to affix their seals on these packets to avoid any possibility of tampering with these packets. They may also be permitted to note the number of the Commission's secret seal used.

23.4 The packets of papers mentioned at items (i), (v) and (vii) in Para 8.70 above will be received from the Presiding Officers of the polling stations in duly sealed packets. Though, these packets are not required for any purpose at the time of counting of votes, each of them should be immediately sealed with the secret seal of the Commission as soon as counting of votes is over and placed in steel trunk(s).

23.5 RO should put a responsible Officer-in-Charge for the supervision of the sealing of all packets. Otherwise, there is possibility of important election papers going astray which would

create complications and confusion if and when a competent Court orders the production of these papers.

23.6 Each steel trunk shall be locked with two locks and each lock shall be sealed. RO should ensure that the secret seal of the Commission is put on packets only and not on any of the locks of the steel trunk or trunks.

DRAWING UP OF PROCEEDINGS

24.1 After the sealing of the voting machines and election papers at the counting place after the counting of votes, RO should draw up proceedings mentioning therein:-

- i. The full particulars of the candidates/agents present in the counting hall;
- ii. The fact that they were asked to affix their seals on the voting machines and packets of election paper, if they so desired; and
- iii. The particulars of persons who had affixed their seals on the voting machines and packets and the particulars of those persons who had refused to do so.

24.2 Then, RO should sign the proceedings and obtain on it the signatures of such of the candidates/agents as are present and willing to sign. The proceedings should be put inside an envelope which should be sealed and the sealed envelope be kept along with the packets of election papers.

SAFE CUSTODY OF ELECTION RECORDS BY DISTRICT ELECTION OFFICER

25.1 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 voting machines and the sealed trunks(s) containing the packets mentioned in Para 8.70 should be dispatched to the District Election Officer at his headquarters and on receipt of the voting machines and the sealed trunks(s) the District Election Officer should forthwith arrange to deposit them for safe custody in the Treasury/Sub-treasury under double lock. The key of one of the locks of each trunk will be entrusted to the Treasury Officer or an Officer in the Treasury/Sub-treasury authorized under the Treasury Code and the key of the other lock of each trunk should be kept by the District Election Officer, himself or a senior officer nominated for the purpose by the District Election Officer/RO.

25.2 The armed police guard posted at the room where the voting machines are stored before the counting of votes, should not be removed after the counting is over, but should continue to keep guard of the room till the transport of the voting machines and election records to the District Headquarters. As far as possible, the same guard should be used for protection during the transport also, and this fact should be mentioned in the logbook maintained by the guard.

RETURN OF SECRET SEAL OF THE COMMISSION

26.1 After the packets required to be sealed with the secret seal of the Commission are sealed, the secret seal or seals should be put into a separate packet which should be sealed with the seals of such of the candidates, their election agents or counting agents, as may desire to affix their seals thereon. Thereafter, the packet containing the secret seal of the Commission should be returned immediately to the Commission by registered insured post and in any case not later than 24 hours after the counting of the votes is completed. If more than one seal had been supplied, the name of the constituency and the number of the seal that was used should be indicated.

Annexure 1.I

**Conduct of Elections Rules, 1961
(Statutory Rules and Others)**

[FORM 20

{See rule 56 (7)}

Final Result Sheet

(To be used for recording the result of voting at Polling Station other than notified Polling Stations)

Election to thefrom the
.....Constituency.

Part I

(To be used both for Parliamentary and Assembly Elections)

Name of the Assembly segment (in the case of election from a Parliamentary Constituency).....

Serial No. of no. Polling Station of	No. of Valid votes cast in favor of			Total of Valid votes	No. of rejected Votes (Test Votes)	Votes for 'NOTA' option	Total vote
	A	B	C tendered				
1.
2.
3.
4.
TOTAL No. of Votes recorded at Polling Stations:
No. of votes recorded on postal ballot papers. (TO be filled in case of election from an Assembly Constituency.)
TOTAL votes polled

Place.....
Date.....

Returning Of

29

Declaration and Publication of Result of Election

INTRODUCTORY

27.1 After the counting has been completed in all respects RO have to proceed to make the formal declaration of result of election.

27.2 If any polled EVMs have been kept apart for the reason of technical malfunction or tampered with, then, before declaring the result Commission's permission is mandatory. Hence, before declaring result, RO must, however, verify and satisfy himself that there is no such case or any other such case, which requires to be referred to the Election Commission for its directions, and that there is no general or special direction from the Commission's observers to withhold the declaration of result in the constituency. If that be so, send a detailed report to the Commission forthwith giving all required information and obtain its prior approval before making the declaration of result.

DECLARATION OF RESULT

28.1 Before RO declare result of an election, RO should obtain an authorization for declaration of result from the Observer concerned. Every Observer shall completely satisfy himself about the fairness of counting of votes and complete accuracy of compilation of result. After having done so, he shall issue an authorization to the Returning Officer concerned in the following format for declaration of result:-

" _____ Observer Code (_____), For
_____ Assembly Constituency /Assembly Segment of _____
Parliamentary constituency after having satisfied myself about the fairness of counting of votes and complete accuracy of compilation of result in Form-20 hereby authorize the Returning Officer for _____ Assembly Constituency to declare the result."

Signature of the Observer _____
Name of the Observer _____
Code of the Observer _____
Assembly Constituency No. & Name _____"

28.2 After completing and signing the Result Sheet in Form 20 appended to the Conduct of Elections Rules, 1961, and after RO has obtained the necessary approval of the Commission, wherever required, and a No Objection from the Commission's observer in the above format, the candidate to whom the largest number of valid votes have been given should then be declared elected .RO must declare the result by a loud announcement.

28.3 No Returning Officer shall declare the result without receiving the authorization in the format as detailed above from the Observer. It shall be the personal responsibility of the Observer and Returning Officer to ensure fairness of counting of votes and accurate compilation of result.

EQUALITY OF VOTES

29.1 If two candidates contesting any seat happen to secure the highest number of votes and their votes are equal in number, the result will have to be declared by draw of lot. This will be in rare of the rarest case and in such case also matter first be reported to the Commission for such directions as the Commission may like to give.

30.1 The formal declaration of result should be made by RO either in Form 21C or Form 21D of the Conduct of Elections Rules, 1961, as may be appropriate. The declaration shall be made in Form 21C in the case of General election. In the case of a bye-election to fill a casual vacancy, the declaration shall be made in Form 21D. Care is to be taken that in Form 21C or 21D, the name and address of the elected candidate shall be as given in list of contesting candidates. Name of political party should be written as given in latest Political Parties and Election Symbols notification. After ROs signature affix ROs rubber stamp.

30.2 The date to be given in the declaration should be the date on which result of the election is declared and not the date on which the declaration is dispatched. Even if an occasion arises when RO has to rectify some error in his original declaration, there should be no change in that date which should continue to be the date on which the result was declared.

AUTHORITIES TO WHOM COPIES OF DECLARATION SHOULD BE SENT

31.1 Immediately after the declaration of result, RO should send copies of the declaration of result in Form 21C or 21D, as the case may be, to :

- i. Election Commission of India;
- ii. Chief Electoral Officer of the State/ UT;
- iii. (a) Union Ministry of Law and Justice (Legislative Department), New Delhi; and
(b) The Secretary General of the Lok Sabha, New Delhi (in the case of election to the Lok Sabha);
OR
(a) The State Government/ Lt. Governor; and
(b) The Secretary to State/ UT Legislative Assembly (in the case of election to the State/ UT Legislative Assembly.)

AUTHORITIES TO WHOM COPIES OF RETURN OF ELECTION SHOULD BE SENT

32.1 When RO has declared the result of election in the manner indicated above, he should complete and certify the Return of Election in Form 21-E of the Conduct of Elections Rules, 1961. Forward signed copies of the return to: the Election Commission and the Chief Electoral Officer of the State/ UT. **The name of the candidates should be written as given in the Form-7A**

32.2 If any candidate or his agent wants to take a copy or an extract from this return, he should be permitted to do so. RO may supply a copy of such return to an applicant on payment of fee of Rs. 2/- [Rules 93(3)].

REPORT OF RESULT OF ELECTION

33.1 RO should intimate by an immediate Fax, the result of election as soon as the same has been declared, to: -

- (i) The Election Commission of India, New Delhi (Fax No. 23713412);

- (ii) The Director of New Services, All-India Radio, New Delhi;
- (iii) A.I.R. Station in the Headquarters of the State/ UT;
- (iv) The Director, Doordarshan Kendra, Parliament Street, New Delhi- 110001;
- (v) Doordarshan Kendras concerned, if any, in the headquarters of the State/ UT;
- (vi) The information Officer, P.I.B., New Delhi;
- (vii) The Ministry of Law, Justice (Legislative Department), Shastri Bhavan, New Delhi (in respect of election to the House of the People); OR the State Government/ UT; (In respect of election to be State/ UT Legislative Assembly)
- (viii) The Secretary General, Lok Sabha, New Delhi (in respect of election to the House of the People) OR the Secretary of the State/ UT Legislative Assembly (in respect of the election to the State/ UT Legislative Assembly); and
- (ix) The Chief Electoral Officer of the State/UT

33.2 The fax may be addressed to the Commission and repeated to the other address at (ii), (iv), (vi) and (vii).

33.3 The message communicating the result should indicate the following particulars;

- (i) Serial number and name of the constituency (State, Parliamentary/Assembly) as given in Delimitation of Parliamentary and Assembly Constituencies Order;
- (ii) Total number of electors in the constituency;
- (iii) Total number of votes polled;
- (iv) Number of votes rejected;
- (v) Names of contesting candidates with their party affiliations and votes polled by each; and
- (vi) Name of the candidate declared elected.

33.4 RO should further ensure that whenever RO refer to a woman candidate in telegram/message communicating the result RO should prefix her name with 'Kumari' or 'Srimati', as the case maybe, so that it should definitely be understood that the candidate is a woman.

33.5 RO should also ensure that figures of votes which are mentioned while reporting the result are given in words and not in numerals as the latter are likely to be mutilated during transmission.

SAMPLE FAX MESSAGE

34.1 To secure uniformity in communicating the result of election and ensure economy in expenditure RO should adopt the specimen form of telegram (no more exits) given below or adopt it suitably:-

**SPECIMEN FAX MESSAGE
IMMEDIATE**

To: The Secretary
Election Commission of India
New Delhi

Repeated to

- 1.-----
- 2.-----
- 3.-----

From: Returning Officer
..... Constituency
..... (State)

ELECTION AAA WEST BENGAL 40 RATUA ASSEMBLY CONSTITUENCY ELECTORATE
FORTY-EIGHT THOUSAND AND FIFTY STOP VALID VOTES POLLED TWENTY-FOUR
THOUSAND FOUR HUNDRED FIFTY-TWO STOP VOTES REJECTED TWO HUNDRED
STOP MAHADEB CHANDRAKUMAR CONGRESS FOUR THOUSAN TWENTYSEVEN
KESHAB CHANDRA INDEPENDENT EIGHTEEN THOUSAND SIX HUNDRED FIFTY-FIVE
DWARIKA PATHAK INDEPENDENT ONE THOUSAND SEVEN HUNDRED SEVENTY
STOP KESHAB CHANDRA INDEPENDENT DECLARED ELECTED STOP.
RETURNING OFFICER

CERTIFICATE OF ELECTION

35.1 As soon as may be after a candidate has been declared elected, RO should grant to such candidate a certificate of election in Form 22 and obtain from the candidate an acknowledgment of its receipt duly signed by him. It is essential that this acknowledgment is signed by the candidate himself and his signature is attested by the Returning Officer personally before dispatch. Thereafter, immediately send this acknowledgment by registered post to the Secretary General to the House of the People or as the case may be the Secretary of the Legislative Assembly. The acknowledgment shall be in the form shown below:

I acknowledge receipt of the certificate of election in Form 22 in respect of my election to from constituency, declared on

Date

Signature of the returned Candidate

Attested and forwarded to the Secretary
.....

Returning Officer

35.2 The certificate of election should be handed over to the candidate, and its acknowledgement obtained immediately after declaration of result, if he happened to be present at the counting centre. Where he is not so present he should be contacted as quickly as possible and the dispatch of the acknowledgment completed within a day or two. These acknowledgments are required by the authorities concerned for verifying the identity of the elected candidates at the time of making or subscribing the oath of affirmation by them.

35.3 The certificate of election in respect of elections to the House of the People should be issued in English or Hindi, but such certificate of election in respect of the State Legislature may be issued in English or Hindi or in any of the languages used for official purposes of the State. It should be open to the elected candidate to sign the acknowledgment in any language he likes.

34.4 Where the elected candidate is not present at the counting centre nor visits the locality shortly thereafter the certificate may be handed over to a person duly authorized by the candidate in this behalf and personally known to the Returning Officer, the acknowledgment (duly signed by the candidate) being also obtained through the same person.

Yours faithfully,


(SUMIT MUKHERJEE)

SECRETARY

253

(Annexure I)

Annexure for tabulating Trends/ Results

Number & Name of Constituency..... Round Number..... Date.....

Table No.	1	2	3	4	5	6	Total	Brought from Previous Round	Cumulative Total
Polling Booth No									
Sl. No.	Name of Candidate								
Rejected Vote									
Total Vote									
	Initial of RO								
	Initial of Observer								

Important:

- 1) All Over writings/ cutting should be certified by Observer.
- 2) Polling Station Number whose votes are counted should be indicated below the table Number
- 3) A copy of this is to be kept by Observer in a separate folder for cross checking later.

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(ANNEXURE-II)

No. and Name of Assembly Constituency-
Polling Station No. -

Sl. No	Round No.	Control Unit No.		Table No.	Whether candidate wise votes counted by the counting supervisors/ Assistants and additional staff tally with the votes counted at random checking by the staff drawn from reserved pool by the observer Yes/No	Remarks
		I	II			

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(ANNEXURE-III)

Check list of final Report of the observer to be sent to the Commission after Counting.

1. Whether arrangements for counting has been done as per the instruction of the Commission's letter (yes/No)
2. If No, what are the discrepancies?
3. Whether randomization of counting staff was done as per the instruction of the Commission in the morning? (yes/No)
4. Whether pairing of counting supervisor and counting assistant was done as per the instruction of the Commission? (yes/No)
5. Whether Micro-Observer was present? (yes/No)
6. Whether postal ballot papers were counted before the counting of votes in EVM*? (Yes/No)
7. Whether after each round or counting, random checking of 2(two) EVMs was done by the observer? (Yes/No)
8. Whether the figures at random checking done by staff drawn from reserve pool tally with the figures of round wise counting provided by the counting supervisor/counting assistant? (Yes/No)
9. Whether the signature of the counting agents taken in Part –II of Form 17 C? (yes/No)
- 9A. Whether a photocopy of the Part-II of Form 17C, duly signed by the counting supervisor and counting agents present, distributed among counting agents present at respective Counting Tables by Counting Supervisor for each round of Counting?
10. Whether the total votes shown in Part-II of form 17 C tally with the votes counted in EVM? (Yes/No)
11. Whether the counting agents of the candidates were present at the time of counting? (Yes/No)
12. Whether the seating arrangements of the counting agents were done as per the Commission's instruction? (Yes/No)
13. Whether Videography of counting was done? (yes/No)
14. Whether there was any demand for recounting or re-totalling? (Yes/No)
15. Whether any significant incident occurred during counting of votes? If yes, give details
16. Whether candidates/election agent/ counting agents were present at the time of declaration of result? (yes/No)
17. Whether the counting was started in time? If not, give remarks.
18. Total No. of rounds counted in each assembly constituency

No. of postal ballot	No. of postal ballot found invalid for counting

19. Whether information about total no. of postal ballot papers received up to the time of announcement of Counting provided by the RO? (Yes/No)

20. Whether additional no. of Tables kept for counting of postal ballot papers, and if so, how many?

21. Whether are Counting Supervisor and two counting Assistants appointed for each table provided for counting of Postal Ballot paper?

22. Whether one ARO appointed for counting of PB?

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भारत निर्वाचन आयोग
ELECTION COMMISSION OF INDIA

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

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

No.470/INST/2014-EPS

Dated 9th May, 2014

To

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

Subject: Counting of votes for General / Bye-elections to the House of People /
State Legislative Assembly – Counting procedure – Regarding.

Madam / Sir,

I am to invite your attention to the para 8.2 of the Commission's letter of even number dated 30/04/2014 on the subject cited and to state that the Commission has directed to make available the Part-II of Form 17C to the other Counting Agents who sit at the table where round-wise result is being compiled so that they can verify the same. For this purpose, an extra photocopy of the second copy of the Form may be done by the official specially designated for the purpose and the same may be provided to the Counting Agents.

Please acknowledge receipt of the letter.

Yours faithfully,


(SUMIT MUKHERJEE)
SECRETARY

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ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No.464/OBS/2014-EM & OPS

Dated: 15th May, 2014

To

The Chief Electoral Officers of
All States & Union Territories

Subject: General Election to the House of the People, 2014 and simultaneous elections to the legislative assemblies of Andhra Pradesh, Arunachal Pradesh, Odisha and Sikkim, 2014 – Observation of process of counting of votes- Regarding.

Sir,

I am directed to state that in many States more than one Observer have been appointed to watch the process of counting of votes for one Parliamentary Constituency. The Commission has decided to issue following guidelines with regard to the functions to be performed by those Observers :-

1. The **General Observer** who has been principally deployed by the Commission for the observation of entire poll process in the Parliamentary Constituency and has stayed in the constituency during the election process onwards till poll day will be known as **Principal Observer**. This Principal Observer will sit with the Returning Officer during counting of votes and will execute all the statutory and other functions of Observer that are mandatorily to be done by the Observer, as per Commission's directions including the endorsement required before declaration of Result, after counting is over.
2. Such other **Counting Observers** who have been appointed specially only for the purpose of counting of votes in the constituencies, will sit at the counting centre where counting is being taken up at a different location or place. This Observer will report to the Principal Observer and in case of any doubt he will seek clarification from Principal Observer only.
3. **Special Counting Observer**, wherever deployed shall observe the overall counting process of the constituency and shall interact with Principal and other Counting Observers. He may report to the Commission, if there are any reportable events. The Commission shall also interact with Special Counting Observers, whenever required.

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:-

1. DURING NON-ELECTION PERIOD

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

A. PHYSICAL VERIFICATION OF EVMs

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

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

1

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

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

B. STORAGE OF EVMs

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

C. Physical Condition of the Warehouse:

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

- 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 defective found 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.

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No. 464/INST/2016-EPS

Dated: 02 January, 2017
04

To

The Chief Electoral Officer

- (1) Goa, Panjim.
- (2) Manipur, Imphal.
- (3) Punjab, Chandigarh.
- (4) Uttarakhand, Dehradun.
- (5) Uttar Pradesh, Lucknow.

Subject: General Elections to the Legislative Assemblies-2017: Preparedness for Commission's Review meetings reg...

Sir,

As you are aware, the Constitution mandates the Election Commission of India with superintendence, direction and control of the elections to the Parliament and to the Legislature of every State, besides the elections to the offices of the President and Vice-President. To facilitate the discharge of this constitutional obligation, a hierarchical administrative structure is provided by law for each State/UT comprising of the CEO, DEOs, EROs and AEROs, besides various categories of other officials, who are drafted for multifarious election responsibilities and duties.

It is noteworthy to underscore that all officers and personnel entrusted with or involved in any election-related duty or task is deemed to be on deputation to the Election Commission of India and is under its direct superintendence, discipline and control. To ensure efficient and professional election management in the country, the Commission periodically reviews the progress of the electoral roll updation and preparation, as well as, closely monitors the poll preparedness of the election machinery in the poll-bound States/UTs. In this regard, it has been observed that sometimes the quality, content and presentation of the election officials, particularly at the State/UT level, during many such review meetings leaves a scope of substantial improvement.

The Commission has reviewed the matter and considering the seminal importance of the election-related review meetings held under its aegis, the following directions are issued towards enhancement of overall efficiency and effectiveness of election administration:

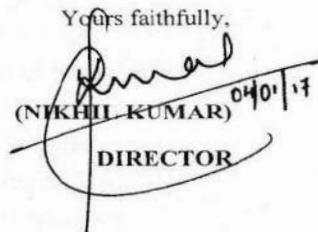
1. All meetings, reviews, workshops, conferences and seminars conducted by the Commission for monitoring, reviewing or assessing any election-related issue or subject are strictly formal occasions requiring dignified demeanour and conduct.
2. Strict punctuality must be ensured and all officers and personnel attending the Commission's meetings must take their seats, atleast 10 minutes before the arrival of the Commission.

3. The use of mobile phones during the Commission's meetings is strictly prohibited and all officers must ensure that their mobiles are kept in switch-off mode-silent mode to prevent any disturbance to the proceedings.
4. All officers and personnel participating in any such meeting, review, workshop, conference or seminar of the Commission shall maintain the highest standards of decorum, proper dress, official protocol and impeccable personal and professional conduct at all times befitting a responsible government servant.
5. All officers and personnel shall remain positively attentive and focussed during the proceedings in the Commission meetings/reviews.
6. All officers and personnel participating in any such meeting etc of the Commission shall come thoroughly prepared with the subject matter under discussion or review and bring sufficient copies of short synopsis or written report for perusal and submission to the Commission.
7. All officers and personnel shall remain courteous and polite in their interactions with the Commission, speak precisely and cogently on the issues at hand.

The above instructions may kindly be noted and also brought to the notice of all the election functionaries for strict compliance.

The receipt of this letter may kindly be acknowledged.

Yours faithfully,


(NIKHIL KUMAR) 04/01/17
DIRECTOR

Copy to:

1. The Cabinet Secretary.
2. All Chief Secretaries of States/UTs.
3. All Other Chief Electoral Officers of States/UTs.

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No.470/GOA-LA/2017

Dated: 8th March, 2017

To

The Chief Electoral Officer of
Goa, Panaji.

Subject: General Election to Legislative Assembly of Goa, 2017-Instructions on counting Procedures- reg.

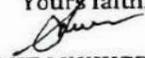
Sir,

I am directed to refer to the Commission's instructions on storage and safety arrangements of EVMs contained in Commission's letter No. 51/8/VVPAT/2015 dated 5th May, 2015. I am further to draw your attention to the instructions regarding counting procedure and appointment of Counting Staff/Counting Agents issued by the Commission's 3 letters, all bearing No. 470/INST/2014-EpS dated 30th April, 2014. The Commission has directed that all the above instructions shall be followed by DEOs and ROs in letter and spirit. Besides, the Commission in order to make EVM security more full proof and counting process more transparent, has also directed the following for strict compliance of ROs and all concerned election authorities :-

- i. Proper barricading arrangements to be ensured inside each of the counting hall with weld wires mesh to segregate the counting agents from the counting personnel and EVMs etc. as per the Commission's instructions.
- ii. In each of the counting hall proper arrangement of Videography should be made to record the general happenings in the counting hall for effective monitoring of the counting process as per the Commission instruction'
- iii. For ease of identification Coloured badges may be given to the staff engage for transporting the EVMs to a particular counting hall of each of constituency.

- iv. As per the Commission's instructions all counting arrangements must be completed by the night of 9th March, 2017. The observers shall visit the counting hall and shall send a report to the Commission on counting arrangements by 10th March, 03.00 p.m.
 - v. CCTV must be strategically placed so that all movements of personnel carrying CUs is covered and displayed on TV placed at RO's table and at some place where candidate's, counting agents can also view the movement of CUs from Strong Room to the Counting Hall.
 - vi. In case the Counting Hall Building is located at a Distance or in a Separate Building away from the Strong Room then in those cases, effective Barricading from the Strong Room Door upto the Counting Hall Door shall be made in such a way that EVMs of each Constituency should go to its respective Counting Hal only and shall not be criss-cross each other.
 - vii. On the date of counting additional CCTV camera may be installed at such locations where from carrying of EVMs from these strong room to the counting hall can be recorded for effective monitoring.
 - viii. The CEO shall personally ensure and monitor all the counting arrangements are done as per the instructions of the Commission.
 - ix. For transparency the counting arrangements may be shared with the contesting candidates by the DEOs.
2. All Concerned shall go through the above instructions thoroughly and follow them strictly.

Yours faithfully,


(SUMIT MUKHERJEE)
SECRETARY

भारत निर्वाचन आयोग
ELECTION COMMISSION OF INDIA

EPABX 011-23052246/268
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निर्वाचन सदन,
अशोक रोड, नई दिल्ली-110001.
Nirvachan Sadan,
Ashoka Road, New Delhi-110001.

No.4770/INST/2017-EPS

Dated 9th March, 2017

To

The Chief Electoral Officer of
1. Goa 2. Manipur 3. Punjab
4. Uttarakhand 5. Uttar Pradesh

Subject: General/Bye-elections to the House of People/State Legislative Assembly - Identification of Counting Centres and appointment of Counting staff/Counting agents - Regarding.

Madam / Sir,

I am directed to invite your attention to the Commission's instruction No. 470/INST/2014-EPS, Dated: 30.04.2014, on the subject cited, wherein it has been, inter-alia provided that :

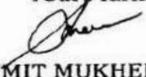
1. SEATING ARRANGEMENT IN THE COUNTING HALL

- a) The Commission has directed that the seating arrangements for the counting agents of candidates at the counting tables will be arranged by the following categories of priority:-
- Counting agents of candidates of recognized National parties;
 - Counting agents of candidates of recognized State parties;
 - Counting agents of candidates of recognized State parties of other States who have been permitted to use their reserved symbols in the Constituency;
 - Counting agents of candidates of registered-unrecognized political parties; and
 - Counting agents of independent candidates.
- b) All counting agents should keep seated near the table allotted to them and should not be allowed to move about all over the hall. They will be seated in their row in the order, in which the names of candidates appear in the ballot paper.
- c) One of the counting agents may sit and watch the proceedings at ROs table, if the candidate or his election agent is not present. However, in order to avoid overcrowding at ROs table, only one person whether the candidate himself or his

election agent or his counting agent should be present at a time at ROs table. The contesting candidates and their election agents are free to go around to any part of the counting hall. If both the candidate and his election agent are not present in the counting hall, the extra counting agent at ROs table, then may be allowed to go around any part of the counting hall.

2. You are requested to ensure that the above instructions are followed in letter and spirit.

Yours faithfully,


(SUMIT MUKHERJEE)
SECRETARY

38. GENERAL OBSERVERS REPORTS

The **First Report** (immediately after the withdrawal of candidature).

OBSERVER REPORT – 1

Observer’s Name with Code:	
Constituency:	
District:	
State:	

Sl. No.	Subject	Observer’s Report
Scrutiny of Nominations		
1.	Whether Scrutiny had been done by the R.O. himself, if no, whether ARO has been authorized by the R.O. in writing. Provide details	
2.	Whether the Commission’s instruction regarding number of persons allowed to be present during nomination process was observed/complied (this may be confirmed by viewing the video coverage of nomination process).	
3.	Whether Scrutiny of nomination papers was done properly in accordance with Sections 33, 34 and 36 of the R.P. Act 1951 read with rule 4 of the C.E. Rules 1961.	
4.	Names of Candidates whose nominations were rejected with brief but clear reasons. (Attach copy of summary orders passed by the R.O. in each case)	
5.	Local address with telephone/mobile no. of the Observer, after arrival in the consistency.	
6.	Whether Observer’s name, Contact No. and the meeting hours with venue were advertised? (Attach a copy of Advertisement)	
7.	Whether a complete data base of the poll personnel – State and Central Government employees – is available for deployment?	

8.	Whether the sector officers, flying squads, check posts, video viewing teams, complaint monitoring system, control room etc. in force?	
9.	Whether election related officers who are in their home district or those who have completed 3 years of service in the Constituency had been identified?	
10.	Whether training centers, counting centers, strong rooms finalized?	
11.	Whether certain orders like suspension of arms license, order pertaining to defacement, use of loud speakers, declaring poll day as local holiday, appointment of sectoral magistrates, vesting powers under CrPC for executive magistrates, requisition orders for polling stations, counting centers, requisition order for vehicles, etc. have been issued	
12.	Whether the required election materials had been procured?	
13.	Whether the postal ballot requirement has been worked out? – List of persons under preventive detention, drivers cleaners of requisitioned vehicles, police personnel on election duty, service electors list updated	
14.	Whether all arrangements for the poll personnel training done?	
15.	Whether the route maps for every polling station, sector maps, route chart, and transport plans for Observers, poll personnel, Micro observers etc. made?	
16.	Whether the vehicle requirement for transport plan assessed?	
	Security Measures/MCC Related	
17.	Whether security force deployment plans have been finalized for the districts and all assembly constituencies?	
18.	Whether detailed planning for CPF patrolling and route marches in sensitive areas(with dates and routes) and other Confidence Building Measures have been done ?	

19.	Whether security arrangement has been prepared for polling personal moving to remote/Sensitive polling station	
20.	Whether Vulnerability mapping has been done effectively	
21.	Whether important aspects of Model Code of Conduct were briefed to the political parties/ Candidates. (Describe the main issues).	
22.	What was the time, date & venue of the meeting with the political parties and contesting candidates? The names of the candidates or their representatives along with their party affiliation who attended.	
23.	Whether prior intimation regarding date and time of 2nd randomization of EVM followed by EVM preparation and second level check of EVM has been given to candidates with proper acknowledgement receipt.	
24.	Whether the concept of worry list was explained to the Candidates, and they advised to submit their worry list.	
25.	Whether political parties were advised to properly train their polling and counting agents (Describe the main aspects).	
26.	Whether adequate publicity on MCC is done	
27.	Whether Control room, media center and complaint monitoring mechanism has been set up properly	
28.	Whether Flying squads, check posts and checknakkas have been setup?	
29.	What arrangements made to review the live feed from CCTVs/Webcasting at Nakas etc. and SOP for action on any illegal activity noticed in live feed.	
30.	Whether Videography teams have been appointed and are available at officer's disposal	
31.	Whether Single window for granting permissions / passes at RO level	
32.	Whether Mechanism to control defacement of property has been setup	

33.	Whether Mechanism to collect and compile information about search, seizures of cash, liquor, and filing of cases for MCC violations and monitoring the same	
34.	Remarks if any.	

Signature of the Observer

The Second Report (To be Submitted on P-2 days)

OBSERVER REPORT – 2

Observer’s Name with Code:	
Constituency:	
District:	
State:	

Sl. No.	Subject	Observer’s Report
	Electoral Roll/EVM/VVPAT Related	
1.	Whether a copy of the electoral roll handed over to Candidates of recognized Political parties. Whether a copy of written receipts obtained from each of them. Report the exceptions.	
2.	Whether list of EVMs used in the assembly constituency including the training EVMs and reserved EVMs for replacement has been given to political parties/ candidates.	
3.	Whether Random verification of 10% or more of CU/BU was done by the R.O. in presence of political parties / candidates. Whether candidate verified the EVMs (2nd level check) to their satisfaction. Please describe.	
4.	Whether candidates were allowed to take help from the engineers/master trainers in order to eliminate doubt about the malfunctioning of EVM.	
5.	Whether all stages of Randomization of EVM mentioned in the Commission letter 51/8/7/2008-EMS (Inst-1) dated 11-08-2008 have been fully covered with videography and record kept properly.	
6.	What is the arrangement to escort the polled EVM back?	
7.	What is transportation and receipt arrangement for polled EVM?	
8.	What is strong room guarding plan? Is the general atmosphere conducive for holding of free and fair poll? If no, state detailed reasons.	

9.	Whether FLC completed? And the Zero level randomization (separating training machines from the poll machines) and First randomization completed?	
10.	Whether political parties were involved during the process of First level randomization? Randomized list provided to political parties and ROs and proper log books maintained?	
11.	What is the number of VVPATs used	
12.	Whether VVPATs have been tested and whether full load test performed?	
13.	Whether the maximum no of voters exceed 1500 in any polling station, in PS where VVPAT is used, better to keep it at 1200 only.	
Polling Personnel		
14.	How and when 2nd randomization of polling personnel accomplished? Describe. Any drawbacks?	
15.	Whether arrangement has been made for creating a data base for deployment of polling/police personnel?	
16.	Similarly, for micro observers what are the training and deployment arrangements?	
17.	Whether vulnerability mapping have been done and critical polling stations and clusters have been identified?	
18.	Whether adequate preventive steps have been taken for maintenance of Law and Order?	
19.	What is the security arrangement for polling stations and poll personnel (briefly the force deployment parameter)?	
20.	How many polling stations with static outside force, how many with video coverage and how many through micro observers?	
Polling Stations – Poll Day Preparations		
21.	Poll Day Arrangements – Control room, Voter assistance booths, regular reporting to ECI about incidents and violence, for monitoring Law and Order, receipt arrangements, strong rooms, Training OROs about 17 A scrutiny formats etc.	
22.	Whether arrangements for regular media briefings have been made?	
23.	Whether all vacancies of EROs/AEROs are filled up.	

24.	Whether Count of 17 types of errors before final publication has been carried out and rectified	
25.	Whether count of duplicates names in the electoral roll has been identified and deleted	
26.	Whether exercise has been done to delete dead/shifted and absentee	
27.	Whether proper checking of the names of VIPs – Ministers, MLA, etc. has been carried out	
28.	Whether the IT Applications like Samadhan, Suvidha and Sugam are working properly.	
29.	Whether the list of polling stations has been prepared, published and provided to political parties, RO, ARO, Observers, Police authorities etc. And whether three copies of the same is provided to the contesting candidates.	
30	Whether ECI approval has been obtained on the list of Polling (including the auxiliary) stations. Are there any changes in the already approved list?	
31	Whether basic minimum facilities like electricity, drinking water, shade, toilet etc. and ramps the physically challenged voters and a standard voting compartment has been arranged at all polling stations. Details.	
32	Whether the RO / ARO conducted inspections of all polling stations and a report prepared in the format A (in page 9 of the DEO Checklist).	
33	Whether any model polling stations planned?	
34	Whether proper arrangements have been made to facilitate the differently abled electors at polling stations?	
35	Whether Live web casting / CCTV arrangements made to monitor election process at distant polling stations?	
36	Whether references / photographs / posters of Ministers / MLAs depicting the achievements of the Government in power removed in polling stations	
	Vulnerability Mapping	
37	Whether comprehensive District Election Management Plan has been prepared as per the Commission’s instructions. Comment on quality.	
38	Details of measures taken for confidence building in vulnerability/hamlets.	

39	Are there any vulnerable polling stations? Any PS where violence, booth capturing, intimidation, political rivalry etc. incidents reported in past elections?	
40	Whether list of vulnerable pockets/hamlets have been identified by the DM/SP and RO. <i>(i) PSs of high % of Non-EPIC voters.</i> <i>(ii) PSs of high % of missing voters without family links.</i> <i>(iii) PSs having vulnerable pockets -SO's, Police's and candidate's "worry list".</i> <i>(iv) PSs where polling was more than 75% and where more than 75% of votes have been polled in favour of one candidate in last election.</i> <i>(v) Re-poll reported due to malpractices, and where electoral violence has taken place during last election.</i> <i>(vi) Anti-social elements and their areas of influence.</i>	
Security Measures		
41	Whether sector officer has prepared Zonal Magistrate Plan with the sketch map for Polling Stations, List of telephone No. of Polling Stations and election related officers, police stations, list of responsible persons, list of Anti-Social elements etc.	
42.	What is the date of arrival of the CPF.	
43.	Whether daily action plan of the CPF was prepared in consultation with DEO/RO. Comment on effective CPF usage so far and shortcoming if any.	
Paid News Cases		
44.	Whether strict monitoring of all 'Paid News' cases was undertaken and cases referred to DEO/RO/ Media Certification & Monitoring Committee(MCMC).	
45.	Any Other Comment:	

Signature of the Observer

The Third Report (Immediately after completion of Poll)

OBSERVER REPORT – 3

Observer’s Name with Code:	
Constituency:	
District:	
State:	

Sl. No.	Subject	Observer’s Report
1)	Total number of Polling Station.	
2)	Whether mock poll done and certificate issued in all Polling Stations. If no, indicate the specific number of Polling Station.	
3)	Number of Polling Stations where there was only one election agent / polling agent was present (indicate the specific Polling Stations).	
4)	No. of polling stations with video cameras	
5)	No of polling stations with micro observers	
6)	Number of EVMs replaced after the start of poll (indicate the specific polling Stations.) and describe the defect in the EVM – EVM No. and make to be clearly mentioned.	
7)	No. and name of polling stations where complaints of violation of polls were received during the course of poll. Describe the nature of complaints and action taken.	
8)	Number of Polling Stations where poll was interrupted for more than two hours or start of poll delayed by two hours or more in starting (indicate the specific Polling stations)	
9)	Number of Polling Stations, where the interrupted poll could not continue (indicate the specific polling stations)	
10)	No. of polling station where there is, in the opinion of observer, a need for re-poll (based on point no. 7, 8 & 9 above).	

11)	Whether there was malfunctioning of any VVPAT's machine	
12)	Remarks if any.	

Signature of the Observer

The Fourth Report (immediately after the Scrutiny of 17 A (Register of Voters) and other documents on the day after the poll)

OBSERVER REPORT – 4

Observer's Name with Code:	
Constituency:	
District:	
State:	

Sl. No.	Subject	Observer's Report
1	Whether proper intimation was given in advance, in writing (under proper acknowledgment).	
2	Whether Scrutiny of Form 17 A (Register of Voters) and other documents such as Form 17 C, Presiding Officer's diary, Micro observer's reports, Sector Officer's visit Sheets (in the presence of candidates / election agents or their authorized representatives) done. Who were present? For how many polling stations?	
3	Whether proper log-books has been maintained for recording the time and purpose of opening and closing storage room where election records are kept.	
4	Whether the room was opened in the presence of observer and candidates/their election agents/ representatives	
5	Whether after the scrutiny of Form 17A, 17C, marked copies of electoral rolls etc., have been resealed by the Retuning Officer.	
6	Whether the election agents/ representatives present have put their seal or signature thereon – who/which of the candidates?	
7	Whether after scrutiny of Form 17 A, 17C and other documents and materials the R.O. and Observer makes any recommendations to the Commission for re-poll. If yes describe the reasons for each recommended polling station separately.	
8	Remarks if any.	

Signature of the Observer

The Fifth Report (immediately after the Counting of Votes).

OBSERVER REPORT – 5

Observer’s Name with Code:	
Constituency:	
District:	
State:	

Sl. No.	Subject	Observer’s Report
1	Whether arrangements for counting has been done as per the instruction of the Commission’s letters No. 470/2007/PLN-I dated. 11.1.2007, 29.08.2007 and 470/INST/2009/EPS dated 08.09.2009? If No, what are the discrepancies?	
2	Whether randomization of counting staff was done as per the instruction of the Commission in the morning?	
3	Whether political parties were advised to properly train their polling and counting agents.	
4	Whether pairing of counting supervisor and counting assistant was done as per the instruction of the Commission?	
5	How many tables were arranged?	
6	How many rounds were planned?	
7	How many Micro-Observer were deployed for each table?	
8	How many postal ballot papers were counted?	
9	Whether after each round or counting, random checking of 2(two) EVMs was done by the observer?	
10	Whether the counting agents of the candidates were present at the time of counting?	
11	Whether the signature of the counting agents taken in part –II of form 17 C?	
12	Whether the total votes shown in part-II of form 17 C tally with the votes counted in EVM?	
13	Whether the seating arrangements of the counting agents were done as per the Commission’s instruction?	
14	Whether continuous Videography of counting was done?	

15	Whether the EVM no. was tallied with the EVM list supplied to the polling stations ?	
16	Whether Green paper seal no for each counted EVM checked and verified?	
17	Whether the round wise result was immediately put on the blackboard in counting hall at the close of each round and before the beginning of next round?	
18	Whether there was any demand for re-totaling with what result? Describe.	
19	Whether any significant incident occurred during counting of votes? If yes, give details	
20	Whether there was any case of counting of VVPAT slips under Rule 56D of Conduct of Elections Rules, 1961.	
21	Name and number of Polling Stations where VVPAT slips were counted	
22	Whether the number of VVPAT slips matched with the number of votes cast in Control Unit.	
23	Whether candidates/ counting agents were present at the time of declaration of result?	
24	Time when counting started and ended. When was the result announced? If there was any time lag, please describe the reasons.	
25	Is the observer satisfied about the counting & declarations of results? (Observer should enclose round wise tabulation sheets with post copy)	
26	Remarks if any.	

Signature of the Observer

39. POLICE OBSERVERS REPORTS

OBSERVER (POLICE)

FIRST REPORT

(To be Submitted on 2nd day of reaching the allocated district)

Code No. & Name of Observer (Police)		
State:		
District:		
Date:		

Sl. No.	Item	Report
1	Date & Time of Arrival at allocated District	
2	Particulars of Stay in the District with Telephone and Fax number	
3	Camp Office Address with Telephone and Fax number	
4	Mobile Phone Number	
5	Have you gone through the booklets/CDs given in the Observer Kit?	
6	Whether you had a meeting with -	
	a) District Magistrate (Collector)	Date of meeting & Brief of the discussion held:
	b) Superintendent of Police	Date of meeting & Brief of the discussion held:
	c) General Observers of the District	Date of meeting & Brief of the discussion held:
	d) Expenditure Observers of the District	Date of meeting & Brief of the discussion held:

7	Any significant information regarding the pattern of law and order situation in the district		Remarks:
8	Comments on Seizure of unlicensed Arms / Weapons / Cartridges / Explosives	Weapons <input type="text"/> Cartridges <input type="text"/> Explosives <input type="text"/>	Itemized details of the Seizure:
9	Comments on illicit arms manufacturing Centers raided and seizures made	Number of Raids <input type="text"/>	Itemized details of the Seizure:
9.1	Comments on Licensed Arms deposited / impounded and Cancelled	Deposited <input type="text"/> Impounded <input type="text"/> Cancelled <input type="text"/>	
10	No. of persons bound down u/s 107 / 116 Cr.P.C. etc. & other preventive sections	Number <input type="text"/>	Comments:
11	Comments on - a) Incidents of violence related to poll campaign, political rivalry etc.	Number <input type="text"/>	
	b) Total Killed (Since date of announcement of Election schedule)	Number <input type="text"/>	
	c) Total injured (Since date of announcement of Election schedule)	Number <input type="text"/>	
	d) Damage to Property (in Lacs Since date of announcement of Election schedule)	Rupees <input type="text"/>	

12	Comments on any Liquor/ Cash seized (Since date of announcement of Election schedule)	Liquor (in Ltrs.) <input type="text"/>	
		Cash (in Rs.) <input type="text"/>	
13	Status of Execution of NBW	Number of Execution	
14	Comments and level of satis- faction regarding-	Remarks:	
	a) Deployment & performance of flying squads		
	b) Night Patrols	Remarks:	
	c) Area Domination by CPF/ State Police	Remarks with dates and places of such activities:	
	d) Training of Police Personnel at all levels	Remarks:	
	e) Working of check-posts	Remarks:	
15	Any other specific activity or finding, which you may like to bring to the notice of the Commission	Remarks:	
16	Any major incident which may have impact on forthcoming polls.	Remarks:	
17	Any information regarding intimidation of voters	Remarks:	
18	Level of satisfaction regarding whether sufficient action taken to stop such intimidation	Remarks:	
19	Suggestion, if any		

Signature of the Observer

**OBSERVER (POLICE)
SECOND REPORT**

(To be submitted on the 5th day of reaching the allocated district)

Code No. & Name of Observer (Police)	
State:	
District:	
Date:	

Sl. No.	Item	Report
1	Training of all Police Personnel on pre-poll and poll duties conducted. Please furnish your comments thereon.	Comments:
2	Whether check-posts have been set up and shift duty is in place thereof to see whether illegal Arms/Ammunitions, liquor etc. are not moving into the district.	Comments:
3	Whether flying squads have been formed. Please furnish your comments thereon.	Comments:
4	Whether Night Patrols have been mobilized in the district. Please furnish your comments thereon.	Comments:
5	Whether area domination through route plan is sufficient and each route plan is being covered or not. Please furnish your comments.	Comments:
6	Whether Security forces have been briefed on:	
	a) pre-poll duties (Area domination)	
	b) security/sensitivity aspects of the area of their deployment.	
	c) Comments on (a) & (b) above	
7	Status of Execution of NBW	Number of Execution :
8	Whether NBWs have been executed at thana level. Details thereof-	

Signature of the Observer

**OBSERVER (POLICE)
THIRD REPORT**

(To be submitted on the next day of withdrawal of candidature up to 2 days before poll)

Sl. No.	Subject	Input	
1	Observation about Seizure of unlicensed Arms / Weapons / Cartridges / Explosives	Weapons <input type="text"/> Cartridges <input type="text"/> Explosives <input type="text"/>	Itemized details of Seizure with dates:
2	Observation about illicit arms manufacturing Centres raided and seizures made	Number of Raids <input type="text"/>	Itemized details of Seizure with dates:
3	Observation about Licensed Arms deposited / impounded and Cancelled	Deposited <input type="text"/> Impounded <input type="text"/> Cancelled <input type="text"/>	Remarks:
4	No. of persons bound down u/s 107 / 116 Cr.P.C. etc. & other preventive sections	Number <input type="text"/>	Remarks:
5	Observation about - a) Incidents of violence related to poll campaign, political rivalry etc.	Number <input type="text"/>	Details with dates of the major incidents:
6	b) Total Killed (Since date of announcement of Election schedule)	Number <input type="text"/>	No. of Male/ Females died and details of action taken:
7	c) Total injured (Since date of announcement of Election schedule)	Number <input type="text"/>	No. of Male/ Females injured and details of action taken:
8	d) Damage to Property (in Lacs Since date of announcement of Election schedule)	Rupees <input type="text"/>	Cause of damage and action taken:

9	Comments on any Liquor/Cash seized (Since date of announcement of Election schedule)	Liquor (in Ltrs.) <input type="text"/> Cash (in Rs.) <input type="text"/>	Remarks:
10	Observation about - a) Deployment & performance of flying squads	Satisfied <input type="text"/> Yes <input type="text"/> No If no, give comments	Remarks:
11	b) Night Patrols	Satisfied <input type="text"/> Yes <input type="text"/> No If no, give comments	Remarks:
12	c) Area Domination by CPF/State Police	Satisfied <input type="text"/> Yes <input type="text"/> No If no, give comments	Remarks:
13	d) Training of Police Personnel at all levels	Satisfied <input type="text"/> Yes <input type="text"/> No If no, give comments	Remarks:
14	e) Working of check-posts	Satisfied <input type="text"/> Yes <input type="text"/> No If no, give comments	Remarks:

15	Status of Execution of NBW	Number of Execution	
16	Any other specific activity or finding, which you may like to bring to the notice of the Commission		Remarks:
17	Any major incident which may have impact on forthcoming polls.		Remarks:
18	Suggestion, if any		Remarks:

Signature of the Observer

**OBSERVER (POLICE)
FOURTH REPORT - POLL DAY REPORT
(TO BE SENT IMMEDIATELY AFTER POLLS ARE OVER IN THE DISTRICT)**

Code No. & Name of Observer (Police)	
State:	
District:	
Date:	

Sl. No.	Item		Report
1	a) No. of incidents of violence on poll day.		
	b) Total Killed		
	c) Total injured		
	d) Damage to Property (in Lacs)		
2	Details of any Liquor/Arms/Cash seized	Liquor <input type="text"/> Arms <input type="text"/> Cash <input type="text"/>	Remarks:
3	Reports on Security at Polling Stations.	Satisfied <input type="text"/> Yes <input type="text"/> No If no, give comments	Remarks:

INCIDENT REPORT

Sl. No.	District	Assembly Constituency	Polling Station	Description
1				
2				
3				

Signature of the Observer

40. DOS AND DON'TS FOR OBSERVERS

DOs

1. Attend the briefing and debriefing session fixed by the Commission
2. Notify your correct office and residential addresses and telephone / fax numbers by filling the Personal Information Sheet at the Registration Desk. Also please notify changes, if any, from time to time, to the Secretary of the State concerned.
3. Draw up your tour programs sufficiently in advance and intimate to the Chief Electoral Officer, District Election Officer and the Returning Officer of the constituency concerned.
4. Note carefully the numbers of visits, duration of visits and the period of visits given by the Commission and strictly act according to this.
5. Ensure that your tour Programme is duly publicized within the constituencies allotted to you.
6. Identify areas / polling stations which might require closer attention.
7. Monitor that adequate stock of all election materials are actually available in adequate quantities.
8. Make an independent assessment of the Law and Order situation in general.
9. Make a random check of as many polling stations as possible and verify them,
10. Monitor instances of violation of Model Code, ban on transfer etc.
11. Familiarize yourself with the use of Electronic Voting Machines (EVMs), and attend some training rehearsals.
12. Ensure that sufficient publicity regarding EVM has been given so that media and general public have no misgivings about EVMs.

13. Monitor the deployment of central forces to have maximum impact.
14. Send a report to the Commission within 24 hours of your return to the headquarters after the visit. In addition, also please send spot report (s) from time to time as considered necessary.
15. Bring any development that merits immediate remedial action or attention of the Commission, to Returning Officer's / Commission's notice without any loss of time. Such information should not be deferred till the regular reports are submitted.
16. Upload on Observer Portal or send your report in a closed envelope addressed to the secretary concerned looking after the particular State / Union Territory.
17. Attend meetings of the political parties called by the District Election Officers / Returning Officers.
18. Make independent assessment of the expenditure incurred by a candidate, political party or any other person.
19. Speak to the local people and check posters, pamphlets etc. to arrive at an independent assessment.
20. Inspect the register of Election Expenditure prescribed by the Commission.
21. Obtain prior permission of the Commission before leaving the headquarters.
22. Maintain proper conduct in the Constituency as ECI Observers are keenly observed.

DON'Ts

1. Do not ask for any exemption from the briefing session.
2. Do not travel to the Constituency with your families.
3. Do not go to the State capital to meet the Chief Electoral Officer if the route to the constituency from your headquarters does not pass through the State capital.

4. Do not talk to the Press.
5. Do not call meetings of the political parties on your own.
6. Do not make any unreasonable demands to the Chief Electoral Officer / District Election Officer / Returning Officer regarding accommodation, vehicles, security etc.
7. Do not leave your headquarters once you have been allotted specific constituencies without the prior written permission of the Commission.
8. Do not plan for arrival to the Constituency on the day of scrutiny.
9. Do not plan for departure from the Constituency on the day next to the day of poll or on the day of counting.
10. Do not defer submitting reports of any development, which requires immediate remedial action till submission of your regular report(s), but bring it to the Commission's notice by fastest means.

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

No.464/OPS/2016

Dated: 11th April, 2016

To,

The Chief Electoral Officers
of all States/UTs.

Subject: Code of ethics for Central Observers of the Commission – Regarding.

Madam/Sir,

As per the Election Observation framework, the Commission appoints Observers in exercise of powers conferred on it by Section 20B of the Representation of the People Act, 1951 and the plenary powers available to the Commission under the Constitution of India. In order to enhance the credibility and effectiveness of the functioning of Central Observers, the Commission directs that the following Code of Ethics is to be strictly followed during the period of their deployment.

I. Introduction

The Election Observation framework in India has evolved as a unique and robust system over a period of time, which injects an element of neutral externality from within the system and serves as an effective over-sight mechanism for the Election Commission. Central Observers, deputed by the Election Commission of India, are an integral part of the election observation system in the poll-going districts/constituencies to ensure impartiality, transparency and credibility of the electoral process and also ensure compliance of all election related laws, rules, guidelines and instructions in letter and spirit by the field level electoral machinery. The Central Observers act as a bridge between the Commission and the electoral machinery, political parties, candidates, voters and other stakeholders.

The Observers are always under strict and microscopic scrutiny by the various stakeholders including the media, and any misconduct or discordant behaviour is likely to attract a vicious and unforgiving criticism, not only for the Observers but also for the Commission. The Observers, while on election duty, must be above board in their professional and personal conduct and act as role model.

In a nutshell, the Central Observers work as the eyes and ears of the Commission.

II. OBJECTIVE:

The Code of Ethics enunciates the minimum standards of ethical and professional conduct expected of a Central Observer deputed by the Commission for election-related observation and over-sight duties. It attempts to lay down the principles and expectations, which must guide the actions, behaviour and functioning of the officials called upon to perform the observer duties during elections.

III. APPLICABILITY:

This Code of Ethics shall be applicable to all officials who are deployed as Central Observers including, *inter alia*, General, Police, Expenditure, Awareness or Special Observers, and also to any other officer or official deployed as part of any Special Team to assess and review any election-related activity or process.

In order to instil greater efficiency and reliability in the functioning of the Central Observers and also to foster enhanced confidence and faith in the Observation system in the minds of the stakeholders and the people, the Commission prescribes the following Code of Ethics for the guidance and strict adherence by the Central Observers:-

1. The Observers must bear in mind, at all times, that they are deemed to be on deputation to the Commission and are under its direct superintendence, direction, control and discipline during the period of deployment as observers.
2. The Observers shall, at all times, conduct themselves in consonance with the highest standards of professional, ethical and personal conduct, as is expected of a responsible and mature officer of the Commission and shall not indulge in any behaviour which can be deemed unbecoming of a government servant.
3. The Observers shall discharge their observation duties and over-sight mandate with due diligence, honesty and responsibility.
4. The Observers shall not be a party to any illegal, unauthorized or illegitimate activity or engage in acts, which can bring discredit and disrepute to the Commission and invite criticism from media, political parties, candidates or any other quarter.
5. The Observers must discharge their duties gracefully, impartially, transparently and professionally, with due respect and regard for the role, status and authority of the state election officials and maintain a respectful and courteous demeanour at all times.
6. The Observers must not make any unauthorized public statements and exercise due caution before taking any definitive position in any election-related

matter. Discretion is much more preferable to any grand-standing or over-confident utterance.

7. The Observers are not expected to make any unreasonable demands or profligate requests to the CEO, DEO/RO or any other election-related official like Liaison Officers etc. in respect of accommodation, transport, security, protocol or any other consumables or peripherals.

8. The Observers must not accept any offers of hospitality, avoid shopping at special discounts or attendance at private clubs/gymnasiums and avoid recreational/scenic tours/trips etc. during their stay in the assigned Districts/ACs.

9. The Observers must appreciate and respect the democratic processes and fundamental values of constitutional democracy enshrined in our Constitution, as also the local customs, traditions and cultures and subordinate their personal opinions, perspectives and political preferences to these in the discharge of their duties.

10. The Observers should not only maintain strict impartiality and political neutrality but also exhibit the same through their conduct and behaviour.

11. The Observers should follow the virtues of simplicity and avoid any lavish lifestyle or extravagance.

12. The Observers must abstain from expressing any views or opinions, which may be directly or indirectly construed as support or preference for, or prejudice against, any particular political party, coalition or candidate, even in their private discourse with their colleagues or the election officials. This also applies to their interaction through electronic medium like WhatsApp, Twitter, Facebook or other social media platforms.

13. The Observers must display the highest level of due diligence and professional acumen in conveying their opinions and reports to the Commission about any election-related incident.

14. Any out-of-box suggestion regarding the improvement in election process should be given only in the final report. Any instruction to the election machinery for a new experiment/measure should NOT be given, without prior approval of the Commission.

15. The Observers must ensure that their reports to the Commission are prepared solely on the basis of accurate, reliable and verifiable information and not on hearsays, half-truths, rumours or unfounded anecdotal references.

16. The Observers must maintain strict confidentiality in submission of their reports and assessments to the Commission and must ensure that no part of the report or election related information is shared with any unauthorized person or agency.

17. The Observers are the eyes and ears of the Commission and not the mouth-piece. The Observers shall NOT interact with any media persons (except to receive any inputs or information offered by them), or give any form of press briefings or press releases regarding their assessment or actions, without the express authorization from the Commission.

18. The over-arching spirit guiding the Observers is cooperation and collaboration and not inquisition and enquiry. The Observers are NOT deployed on a fault-finding mission, but to objectively assess the poll preparedness, identify the critical gaps and guide the DEO/RO to address them.

19. If any shortcoming or lacunae in the actions or performance of any election official in the state is not being addressed despite reminding the field machinery, it should be communicated to the CEO and the Commission, instead of direct confrontation or over-zealous criticism.

20. The Observers, through their depth of administrative experience, acumen and understanding, are expected to guide, advise and facilitate the efforts and initiatives of the DEO/RO in making necessary poll arrangements and conducting the elections in a free, fair, transparent, peaceful and participatory manner.

This may be brought to the notice of all concerned.

Yours faithfully


(NIKHIL KUMAR)
DEPUTY SECRETARY

**SECRETARIAT OF THE
ELECTION COMMISSION OF INDIA**
Nirvachan Sadan, Ashoka Road, New Delhi – 110001

No. 464/OBS/2016/OPS

Dated: 27 April, 2016

To,

All Observers (General & Police)
(Through the Chief Election Officers of Kerala, Tamil Nadu & Puducherry)

Subject:- Working Protocol of Observers (General & Police) for General Elections to the Legislative Assemblies of Kerala, Tamil Nadu & Puducherry 2016 - Regarding.

Madam/Sir,

I am directed to state that the Commission has decided that a clear and constructive Working Protocol is to be maintained by all the Central Observers (General, Police & Expenditure) deployed in the field for the ensuing General Elections to the Legislative Assemblies of Kerala, Tamil Nadu and Puducherry 2016.

The following Working Protocol is, hereby, prescribed for adherence, to the extent possible, by all the Observers –

- (i) An "Observer Coordination Committee" is to be formed in each District comprising of all the General, Police, Expenditure and Awareness Observers deployed in the districts.
- (ii) The Senior-most General Observer shall be the coordinator of this Observer Coordination Committee.
- (iii) This Coordination Committee should meet for half an hour everyday in the morning, preferably from 09:00 AM to 09:30 AM, to discuss the electoral preparedness, MCC cases, security measures, vulnerability mapping, critical polling station etc. and also chalk out a tentative daily action plan.
- (iv) The Observers should be accessible and interact with the candidates/political parties/electors. They should set aside a specific time every day, preferably one hour for meeting the various stakeholders and the public at a venue within the Assembly Constituency as far as practicable. The details of the venue and the public meeting of each Observer shall be widely publicized by the DEO.
- (v) The Observers should proactively familiarize with the state of electoral preparedness of the district administration in all aspects.
- (vi) The Observers should make frequent visits to the vulnerable locations and critical polling stations.
- (vii) The Coordination Committee should daily meet in the evening also for a debriefing session, to review the activities of the entire day and determine the significant inputs for conveying to Commission.
- (viii) The 1(one) page Daily Report should be uploaded on the Observers portal latest by 07:00 PM every day.
- (ix) Observers should adhere to the Code of Ethics and keep a strict vigil to ensure that the instructions of the Commission are implemented on the field without fail.

Yours faithfully,

(NIKHIL KUMAR)
DEPUTY SECRETARY

Copy to -

1. CEO with request to intimate the observers regarding the instruction.
2. Zonal Secretary/Principal Secretary (SS-I)&(SS-II)
3. Guard File

By email/Speed Post

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No.464/OBS/2016/OPS

Dated: 29th April, 2016

To

The Chief Electoral Officers of
i) Kerala, Thiruvananthapuram
ii) Tamil Nadu, Chennai
iii) Puducherry

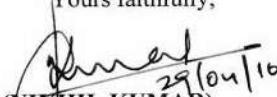
Subject: - General Elections to Legislative Assemblies of States of Kerala, Tamil Nadu And Puducherry 2016 – Daily Activity Report of Observers (General & Police) – Reg.

Madam / Sir,

I am directed to state that all Observers (General & Police) deployed in the General Election to the Legislative Assemblies of Tamil Nadu, Kerala and Puducherry 2016 shall comprehensively assess the poll preparedness of the field machinery and ensure compliance of all election related rules, guidelines and instructions in letter and spirit. The Commission has reviewed the matter and decided that each Observer (General & Police) shall submit Daily Report of 1(one) page on the following aspects:-

- i) Summary of Daily Activities (highlighting the polling stations visited, brief summary of any meetings with DEO / RO, political parties / public, vulnerability mapping, deployment of CPF, MCC enforcement, preparation of communication plans, Expenditure monitoring etc.)
 - ii) Any other significant input or issue for urgent information of Commission.
2. This Report shall be emailed / faxed on a daily basis to the concerned Zonal Secretary of the above mentioned states and should be uploaded on the Observer's Portal everyday latest by 7.00 pm.
 3. This Daily Report shall be in addition to the other specified reports and Status Note as directed earlier
 4. This instruction may be brought to the notice of all Observers (General & Police) for strict compliance.

Yours faithfully,


(ANSHUL KUMAR)
DEPUTY SECRETARY

- Copy to –
1. All Observers (Through Respective CEOs/DEOs)
 2. Zonal Secretary / Principal Secretary (SS-I)&(SS-II)
 3. Guard File

SECRETARIAT OF THE
ELECTION COMMISSION OF INDIA
Nirvachan Sadan, Ashoka Road, New Delhi – 110001.

No. 464/OPS/2016 (O)/Vol.-II

Dated: 1st April, 2016

To,

3. The Chief Electoral Officer, Assam, Dispur,
4. The Chief Electoral Officer, Kerala, Thiruvananthapuram
5. The Chief Electoral Officer, Tamil Nadu, Chennai
6. The Chief Electoral Officer, West Bengal, Kolkata and
7. The Chief Electoral Officer, Puducherry, Puducherry

Subject: 'Status Note' by Central Observers for video-conference – General Election for Assam, Kerala, Tamil Nadu, West Bengal and Puducherry -2016 – Regarding.

Madam/Sir,

I am directed to state that the Commission shall hold a review, through Video-conference (VC), with all Central Observers deployed in the poll going States /UTs, a few days before the poll day, to comprehensively assess the poll preparedness of the field machinery and to ensure compliance of all election related rules, guidelines and instructions in letter and spirit.

2. In this connection, all Central Observers (General, Police and Expenditure) are directed to submit a "Status Note" on the critical gaps, urgent actionable points, crucial issues or other significant inputs if any, for the attention of the Commission, latest by the 7th day before the date of polls in all phases. This 'Status Note' must be concise, lucid, crisp and focused and shall not exceed 2-typed A-4 pages. An indicative list of issues/points to be covered in the 'Status Note' is enclosed at Annexure, 'A'.

3. The "Status Note" shall be submitted to the concerned Pr. Secretaries/Director/Secretaries of the poll going States through fax/email and also uploaded on the Observer Portal without fail.

4. This instruction may be brought to the notice all Central Observers immediately.

Yours faithfully,


(NIKHIL KUMAR)
DEPUTY SECRETARY
01/04/16

SECRETARIAT OF THE
ELECTION COMMISSION OF INDIA
Nirvachan Sadan, Ashoka Road, New Delhi – 110001

No. 464/OBS/2016/OPS

Dated: 27 April, 2016

To,

All Observers (General & Police)
(Through the Chief Election Officers of Kerala, Tamil Nadu & Puducherry)

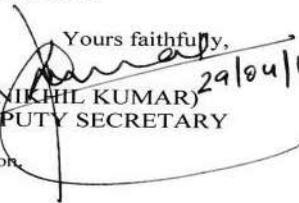
Subject:- Working Protocol of Observers (General & Police) for General Elections to the Legislative Assemblies of Kerala, Tamil Nadu & Puducherry 2016 - Regarding.

Madam/Sir,

I am directed to state that the Commission has decided that a clear and constructive Working Protocol is to be maintained by all the Central Observers (General, Police & Expenditure) deployed in the field for the ensuing General Elections to the Legislative Assemblies of Kerala, Tamil Nadu and Puducherry 2016.

The following Working Protocol is, hereby, prescribed for adherence, to the extent possible, by all the Observers –

- (i) An "Observer Coordination Committee" is to be formed in each District comprising of all the General, Police, Expenditure and Awareness Observers deployed in the districts.
- (ii) The Senior-most General Observer shall be the coordinator of this Observer Coordination Committee.
- (iii) This Coordination Committee should meet for half an hour everyday in the morning, preferably from 09:00 AM to 09:30 AM, to discuss the electoral preparedness, MCC cases, security measures, vulnerability mapping, critical polling station etc. and also chalk out a tentative daily action plan.
- (iv) The Observers should be accessible and interact with the candidates/political parties/electors. They should set aside a specific time every day, preferably one hour for meeting the various stakeholders and the public at a venue within the Assembly Constituency as far as practicable. The details of the venue and the public meeting of each Observer shall be widely publicized by the DEO.
- (v) The Observers should proactively familiarize with the state of electoral preparedness of the district administration in all aspects.
- (vi) The Observers should make frequent visits to the vulnerable locations and critical polling stations.
- (vii) The Coordination Committee should daily meet in the evening also for a debriefing session, to review the activities of the entire day and determine the significant inputs for conveying to Commission.
- (viii) The 1(one) page Daily Report should be uploaded on the Observers portal latest by 07:00 PM every day.
- (ix) Observers should adhere to the Code of Ethics and keep a strict vigil to ensure that the instructions of the Commission are implemented on the field without fail.

Yours faithfully,

(NIKHIL KUMAR)
DEPUTY SECRETARY

Copy to -

1. CEO with request to intimate the observers regarding the instruction.
2. Zonal Secretary/Principal Secretary (SS-I)&(SS-II)
3. Guard File

Review Points for Central Observers

1. **Polling Station:**

- Assured Minimum Facilities(AMP), standard voting compartment (with increased height of voting compartment).
- Voter Assistance Booth for ease of voters.
- All Women Managed Polling Station.
- Special Facilitation for differently-abled, visually-challenged, women, elderly, leprosy affected etc.
- Voter Facilitation Posters.

2. **Electoral Roll:**

- Modified Photo Voter Slip (with larger photo of the voter and location of the polling booth) distribution arrangements & monitoring.
- Voter guide distribution.

3. **Model Code of Conduct:**

- Mechanism of strict enforcement of MCC- flying squads, excise teams, border check posts etc.
- Arrangements for “SOPs for last 72 hrs. till counting” and strict compliance.

4. **Vulnerability Mapping:**

- Whether list of vulnerable pockets/hamlets have been identified by the DM/ SP and RO and have they visited them.
- Whether proper arrangement has been made for monitoring liquor production units and liquor outlets. Details of action taken on this front so far.

5. **Quality and Fidelity of the Transportation Plan and Communication Plan and arrangements for communication-shadow areas.**
6. **Training and deployment of Micro-observers.**
7. **Training of polling staff with special focus on electoral process, EVMs & VVPATs.**
8. **Deployment of Forces:**
 - Whether deployment of CPFs and SAPs has been prepared as per the directions of the Commission.
 - Whether vulnerable and critical polling stations have been identified and proper security measures have been adopted.
 - Whether CPF has been used for route-marches/ area domination in the vulnerable pocketes/hamlets. Details of dates/time of such visits by CPF.
 - Whether daily action plan of the CPF has been prepared in consultation with DEO/RO. Comment of effective CPF usage so far and shortcoming if any.
9. **Complaint Redressal Mechanism:**
 - Whether complaint redressal mechanism based on website and Call Centers has been constituted.
 - Whether the Call Center number has been given wide publicity.
10. **IT Application:**
 - Whether new IT applications like SAMADHAN, SUVIDHA, SUGAM single window permission system, vehicle management system etc. has been put in place. Details of action taken so far.
 - Whether arrangements for Webcasting at identified critical polling stations have been made.
 - Whether arrangements for CCTV monitoring and webcasting at various border check-posts, check-nakas and other sensitive and critical locations across the constituencies have also been made.

11. Arrangements for Poll Day Monitoring.

12. Arrangements at the EVM Strong Room:

- Whether proper arrangements have been made for video recording of the EVM strong room.
- Whether proper arrangements have been made for temporary stay/shelter for the representatives of the political parties outside the EVM strong room.
- Whether proper lighting arrangements have been made.
- Whether plans for using the forces for securing the strong rooms where the EVMs and VVPATs are stored and for securing the counting centers and for other purposes, as required, have been formulated.

13. EVM Arrangements:

- Whether mock poll conducted during candidate setting on 5% randomly selected EVMs.
- Whether all polling officials adequately trained on handling of EVMs & VVPATs in batch sizes of less than 50? How many batches conducted?
- Whether arrangements are being made to conduct hands on training and doubt clearing on EVMs during dispersal of polling parties.
- How many EVMs/VVPATs found faulty during Candidate Setting? Are these entered in ETS?

14. Counting Day Arrangements:

- Whether proper management for reception of postal ballots has been arranged.
- Whether proper security arrangement have been made at the strong room as per Commission's instructions.
- Whether CCTVs/Videography arrangements have been as per extant instructions of the Commission.

- Whether proper arrangements have been made for deployment of micro-observers at each table in counting centers.
- Whether proper arrangements have been made for the Counting Halls as per the Commission's instructions.
- Whether proper barricading has been done inside and outside the Counting Centers.
- Whether the paths for carrying EVMs to the Counting Centers have been properly sanitized with adequate security measures.
- Whether proper arrangements have been made for the verification of VVPAT paper slips as per Commission's instruction vide letter no. 51/8/VVPAT/2017-EMS dated 13.10.2017 and 05.12.2017.

15. Any other important issue.

SECRETARIAT OF THE
ELECTION COMMISSION OF INDIA
Nirvachan Sadan, Ashoka Road, New Delhi – 110001

No. 464/OBS/2016/OPS

Dated: 29th April, 2016

To,
The Chief Electoral Officers
Of all States/UTs

Subject:- Appointment of Observers- Regarding.

Madam/Sir,

I am directed to state that the Commission appoints Observers under the powers conferred on it by Section 20B of the Representation of the People Act, 1951 and the plenary powers available to the Commission under the Constitution of India. The Observers are the appointees of the Commission, who work under the superintendence, control and discipline from their appointment till the completion of their election duties.

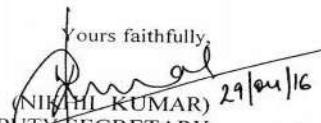
As per past, practice, the meeting notices/appointment orders of the Observers are sent through email/post, and are required to be served through the Chief Electoral Officers/Nodal Officers of the respective States/UTs in time bound manner.

In the past there have been instances where the orders/notices issued by the Commission have remained undelivered or not timely served on the officers concerned. This often results in their non-attendance at Commission meetings and non-reporting for assigned election duties, forcing the Commission to initiate action against such officers. This not only causes inconvenience to the officers concerned, but also wastage of precious Commission time in unproductive and avoidable activities.

The Commission, has reviewed the matter and directs that the Chief Electoral Officers/ Nodal Officers of all States/UTs shall immediately ensure the service of all notices/appointment orders on the officers who are deployed as Observers, within the stipulated time frame, under proper acknowledgment, so as to enable them to report for their election duties in time. The Chief Electoral Officers/Nodal Officers of States shall employ all available means/resources to serve the Commission's orders on the officers. Further, service report, along with acknowledgment of the officers concerned, shall be submitted by the Chief Electoral Officers/Nodal Officers of States to the Commission and no delay in this regard shall be condoned.

Any requests for exemption/replacement etc. should be routed through the Chief Electoral Officers/Nodal Officers of the State, only subsequent to the service of the Commission's orders on the officers concerned.

The Commission's directions may be brought to the notice of all Heads of Department of the State Government for strict compliance.

Yours faithfully,

(NIRAJ KUMAR)
DEPUTY SECRETARY
29/04/16

Copy to:- All Chief Secretaries of all States/UTs for kind information and necessary action.

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No. 464/INST/2016-EPS

Dated:- 26 December, 2016

To

- The Chief Electoral Officer
- (1) Goa, Panjim.
 - (2) Manipur, Imphal.
 - (3) Punjab, Chandigarh.
 - (4) Uttarakhand, Dehradun.
 - (5) Uttar Pradesh, Lucknow.

Subject: General Elections to the Legislative Assemblies of Goa, Manipur, Punjab, Uttarakhand and Uttar Pradesh-2017: Modification of instructions on official Photo Voter Slips regarding...

Reference: The Commission's instructions-

- i. 464/INST/2011/EPS dated 18.02.2011
- ii. 464/INST/2011/EPS dated 19.03.2011
- iii. 464/INST/2013/EPS dated 14.06.2013
- iv. 464/INST-VS/2014/EPS dated 21.03.2014
- v. 464/WB-LA/2016 (INST) dated 01.04.2016

Sir,

As you are aware, the Commission has issued instructions from time to time regarding the distribution of official Photo Voter Slips to voters a few days before the polls. The official Photo Voter Slip distributed to the voters through the election machinery is also an additional document for identification of voters at the Polling Booth. The system of official Photo Voter Slips has been well-received and widely appreciated by the various stakeholders in the electoral process for its usefulness, convenience and out-reach amongst electors, which has contributed to greater electoral participation and voter engagement.

In continuation of the above-mentioned instructions and in the light of experience gained in the past, to further enhance the effectiveness of the Photo Voter Slips as an important instrument of voter facilitation and awareness, as well as to improve its utility in establishing the identity of the voters on poll day, the Commission has decided to improve the design of the official Photo Voter Slip to make it more perceptible, informative and useful. The existing size of the Photo Voter Slip has been substantially

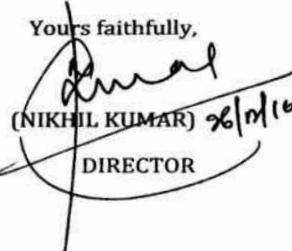
increased, with a much larger voter's photograph for better and easy identification. Further, to aid and guide the voter regarding the polling station location and other important instructions for poll day, the snapshot of polling station Google-map, along with crucial information/Do's and Donts' have been added to the reverse of the Photo Voter Slip.

Accordingly, the following instructions regarding Photo Voter Slips are being issued, and the existing instructions shall stand modified to the extent thereof:

1. The official Photo Voter Slips will be printed in the size of 'Half of A-4 paper' i.e. 8 inches by 6 inches (8" X 6").
2. The official Photo Voter Slip will be printed with proper accounting on both sides, as per the Sample enclosed herewith, showing the front and the reverse print.
3. Good quality paper should be used for printing the Photo Voter Slips.
4. The printing quality should be of high standard so as to ensure clear, legible and unambiguous image and content.

The receipt of this letter may be acknowledged with confirmation that relevant instructions have been issued to the District Election Officers/Returning Officers concerned and other connected officers for necessary compliance.

Yours faithfully,


(NIKHIL KUMAR) 26/01/16
DIRECTOR



ELECTION COMMISSION OF INDIA
General Election to Legislative Assembly of (State/UT) - 2017



फोटो मतदाता पर्ची/PHOTO VOTER SLIP



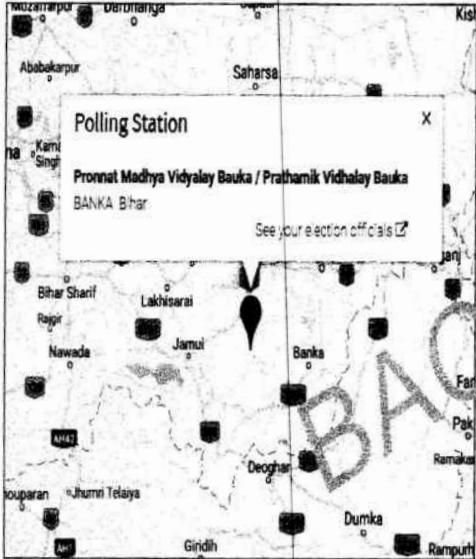
राज्य/State	Bihar
विधान सभा निर्वाचन क्षेत्र Assembly Constituency	Belhar
नाम Name	विजय Vijay
लिंग/Gender	F
पहचान पत्र क्रमांक EPIC No	WCS/2085876
पिता/पति का नाम Father's/Husband's Name	सुरज suraj
भाग संख्या/Part Number	21
भाग का नाम/Part Name	Prathamik Vidhalay Bauka
मतदाता क्रमांक/Serial No	976
मतदान केंद्र/Polling Station	Pronnat Madhya Vidyalay Bauk
मतदान की तारीख Polling Date	No election scheduled currently
अंतिम अपडेट का समय Last Updated On	16/12/2016

Date of Poll : _____

Timings : _____ to _____

DISTRICT ELECTION OFFICE: _____ (District name)

DEO website: _____ DEO Helpline No. : _____

Map of the Polling station	Important Information for Voters
 <p>Polling Station Pronnat Madhya Vidyalay Bauka / Prathamik Vidyalay Bauka BANKA Bihar</p> <p>See your election officials</p>	<ul style="list-style-type: none">• BLO :(Name and Contact No)• All the voters who are in the queue at the closing time of the poll shall be allowed to cast their vote• There are separate queues for women; Senior citizens are given priority for voting• Blind and infirm voter can be permitted to take an adult companion into the voting compartment for recording the vote• Gadgets like mobile phones and cameras are not allowed inside the polling booth• Offering or accepting money or any other gratification to vote for particular candidate is a corrupt practice under law <p>No Voter to be left behind; Every Vote Counts</p>



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

No. 464/INST/2016-EPS

Dated:- 21 December, 2016

To

The Chief Electoral Officers of

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

Subject: Display of Voter Facilitation Posters (VFPs) at Polling Stations – reg.

Madam/Sir,

With reference to the captioned subject, I am directed to state that the Commission is committed to the enhancement of voter facilitation at the polling booths to ensure that all voters are able to cast their votes in an easy, convenient and informed manner. However, during the past elections, it has been brought to the notice of the Commission that at many places, relevant polling station related information is not prominently displayed for guidance and awareness of the voters, resulting in confusion and inconvenience to the voters on the poll day.

In this regard, it is also pertinent to note that the statute requires the display of accurate and relevant information for voter awareness and information at each polling station. As per **Rule 31** of the **Conduct of Elections Rules, 1961**, bearing subject, "**Arrangements at polling stations**", it is mandated as under:

"(1) Outside each polling station there shall be displayed prominently-

(a) a notice specifying the polling area the electors of which are entitled to vote at the polling station and, when the polling area has more than one polling station, the particulars of the electors so entitled; and

(b) a copy of the list of contesting candidates."

The Commission has reviewed the matter in totality and directed that in order to ensure compliance of the statutory requirements, as also to provide greater facilitation and awareness to the voters arriving at the polling booths on poll day, the following instructions be strictly complied:

1. At each Polling Booth, 4 (**Four**) **Voter Facilitation Posters (VFP)** shall be displayed as per the design enclosed herewith at **Annexures- A, B, C and D.**
2. The color scheme and format of the posters shall remain exactly as per the enclosed design.
3. The size of the VFPs should be such that the contents are easily and clearly visible and the text is effortlessly readable to the voters approaching the polling booth. The following dimensions are provided for purely indicative purpose:
 - a. **VFP No. 1 and 2: 27 inches (Height) X 27 inches (Width).**
 - b. **VFP No. 3 and 4: 27 inches (Height) X 36 inches (Width).**
4. The VFPs shall be displayed/pasted/stuck on the outside wall, near the entrance of each polling booth.
5. The VFPs must be pasted/affixed in the order of their Serial Nos i.e. VFP No. 1 followed by VFP-2 and so on.
6. In addition, VFPs No. 3 and 4 shall also be affixed near the entrance of the polling station premises/location, especially in case of locations having more than one polling booths.
7. The VFPs can be printed on paper or any other available eco-friendly material, subject to reasonability of cost and without compromise on the overall quality of display.
8. The display of VFPs shall be an integral part of the overall arrangements to be made at every polling booth by the Returning Officer.
9. The proper manner of display of VFPs shall be explained to the Presiding officers during the election training sessions organized by the Returning Officers.
10. The Sector Officers shall ensure that the VFPs are prominently displayed as per the directions herein and submit a report to the Returning Officer.
11. It shall be the overall responsibility of the District Election Officers to ensure compliance of these instructions.

The Chief Electoral Officers are kindly requested to take note of these instructions and bring them to the knowledge all the DEOs/ROs.

The receipt of these instructions may kindly be acknowledged.

Yours sincerely,

(NIKHIL KUMAR)

Director

21/12/16

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

No. 464/INST/2016-EPS

Dated: -22 December, 2016
26

To

- The Chief Electoral Officer
(1) Goa, Panjim.
(2) Manipur, Imphal.
(3) Punjab, Chandigarh.
(4) Uttarakhand, Dehradun.
(5) Uttar Pradesh, Lucknow.

Subject: General Elections to the Legislative Assemblies of Goa, Manipur, Punjab, Uttarakhand and Uttar Pradesh-2017: Setting up of 'Voter Assistance Booths' (VAB) at polling stations regarding...

Reference: ECI Letter No. 23/LOCATOR/2007-ERS dated 05.11.2007

Sir,

As you are aware, the Commission has issued various directions for ensuring facilitation and assistance to the voters to enable them to cast their vote in a smooth, hassle-free and convenient manner, which includes the setting up of 'Voter Assistance Booths' (VABs) at the polling stations. Detailed instructions regarding the Voter Assistance Booths were issued vide letter referred above.

Considering the crucial role played by these Voter Assistance Booths in facilitating and helping the voters on poll day by easy identification of their correct polling booth and the serial number of the concerned voter in the electoral roll, thereby contributing to easy and smooth voting experience, the **Commission has decided to set up Voter Assistance Booth for every Polling Station Location.**

Accordingly, the Commission, hereby, partially modifies its earlier instructions as follows:

1. Para 3 (i) of the instructions issued vide letter cited above, stands **deleted** and replaced with a new Para 3 (i), which reads as follows:

"For each polling station premise/building location, irrespective of the number of polling booths, a 'Voter Assistance Booth' shall be set up. A team of personnel will be appointed for each such VAB with the objective of facilitating the voter to

locate his/her particular Polling Booth and the serial number of the voter in that electoral roll in the concerned Polling Booth."

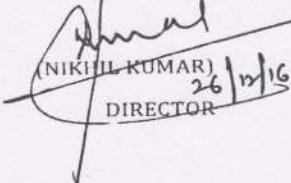
2. Para 3 (ii) of the earlier instructions stand modified as follows:

"Necessary arrangements for the setting up of the 'Voter Assistance Booth' like basic furniture including table, chairs etc for seating the deployed staff, a small covered canopy/tent with proper shade and prominent signage in the form of back-drop banner indicating 'VOTER ASSISTANCE BOOTH' and directional signs for guidance of the voters must be made well in advance by the RO concerned". An indicative design of the 'Voter Assistance Booth' is enclosed as per Annexure attached.

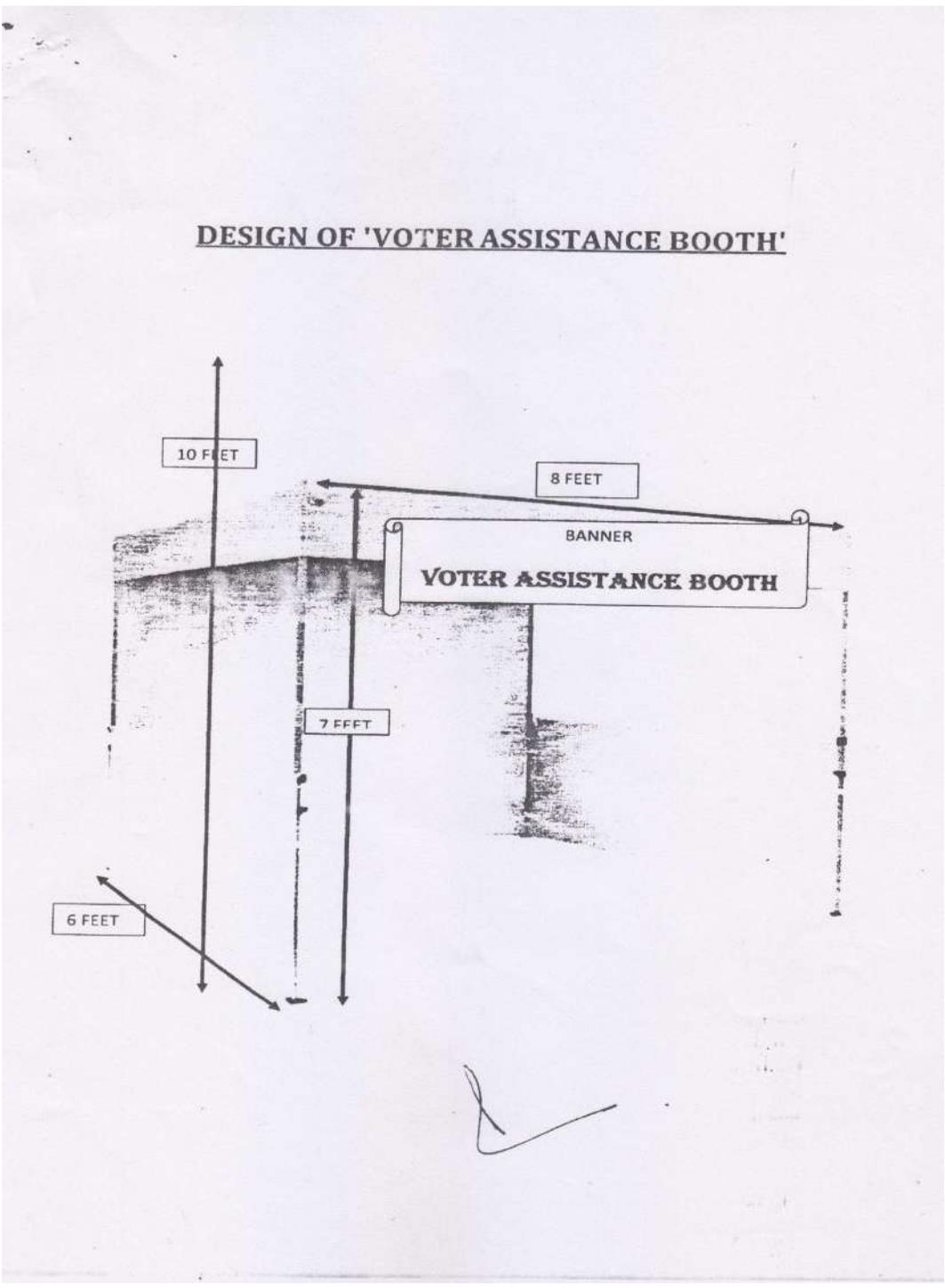
3. Para 3 (ix) of the earlier instructions referred above shall stand **deleted**.

The receipt of this letter may be acknowledged with confirmation that relevant instructions have been issued to the District Election Officers/Returning Officers concerned and other connected officers for necessary compliance.

Your faithfully,


(NIKHIL KUMAR)
DIRECTOR 26/12/16

DESIGN OF 'VOTER ASSISTANCE BOOTH'



ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No.464/INST /2016/EPS

Dated: 12th March, 2016

To
Chief Electoral Officers
Of all the States and UTs.

Sub: - Providing facilities to Persons with Disabilities (PWD) –reg.

I am directed to invite your attention to the Commission's letter no. 509/110/2004-JS-I dated 21.04.2004, 20.10.2005 & 26.10.2007 and letter no. 464/Direction/2016-EPS, dated 15 February, 2016 regarding providing facilities to Persons with Disabilities (PWDs).

Each elector is important for better functioning of democracy and must get his/her rights. The Electoral laws not only guarantee equality to persons with disabilities, but also make provisions for facilitating their access and participation in the election process.

The Commission has further decided about the implementation of the directives stated below to be followed uniformly by all States and UTs :-

A-Identifications of Persons with Disabilities (PWDs)

1. Preliminary data shall be collected by every State with the help of Census, Social Justice & Empowerment Department, Women and Child Welfare Department and Samagra Yojana.
2. The Officers/employees of Social Justice and Empowerment Department, as and when required, shall be drawn on deputation/assigned duty as Nodal Officers to ensure the availability of basic facilities to the PWDs.
3. Polling Station wise list of 18+ persons with disabilities shall be prepared from the data collected from the above mentioned departments at DEO/ERO/BLO Level.

B-Electoral Roll

1. A separate polling station wise list of PWDs indicating the type of disability shall be prepared from the voter list.

2. After obtaining information regarding PWDs from concerned departments, the process for inclusion of the names of the eligible PWDs who are not listed in the electoral roll shall be initiated.
3. PWDs shall be given preference in obtaining facilities at the Polling Stations, Matadata Shayata Kendras (MSKs), Voter Assistance Centers (VACs), Office of DEOs, EROs, ROs etc. All possible steps should be taken to ensure that PWDs are not required to wait in queue.
4. Adequate instructions to facilitate filling-up of forms 6, 7, 8 and 8A shall be provided at the above mentioned help centers.

C-SVEEP

1. An officer shall be designated/appointed assembly-constituency wise for each district. Such officers shall be trained regarding provision of facilities for PWDs.
2. Wide Publicity through various modes shall be ensured. Special basic publicity material shall be prepared by using simple language, sign language and Braille in regional languages (by the respective States).
3. Special/Mobile camps shall be organized to educate and motivate persons with disabilities and regular programs shall be organized through various Media.
4. Efforts shall be made to prepare volunteers from student organizations like NCC, NSS, NYK etc to motivate and create awareness regarding the election process among persons with disabilities.
5. Publicity regarding the services offered by CSCs/ MSKs shall be augmented.
6. Efforts shall be made to have renowned PWDs as District Campus Ambassadors and District /State Icons.

D-Involvement of NGOs/CSOs/DPOs/RWAs

1. Voluntary and other organizations working for PWDs like Non-Government Organizations (NGOs), Community Based Organizations (CSOs), Disabled Persons' Organizations (DPOs) and Resident Welfare Associations (RWAs) etc shall be motivated to help in imparting information regarding election process to PWDs in a non-political, non-partisan. Assistance shall be sought from these organizations to provide various facilities to PWDs.

2. Only non-political & non-partisan organizations should be considered to motivate and create awareness among PWDs.

E-System Sensitization and Training

1. Special training sessions shall be organized to sensitize the election machinery to make efforts to address the needs of PWDs.
2. All officers/employees, police officials etc involved in the election process should be clearly instructed on the facilities to be provided to the PWDs.
3. Instructors qualified in sign language and Braille shall be appointed for training purposes.
4. Basic Information regarding election process shall be prepared in Braille script and displayed (in Hindi, English or Regional language in use).
5. Contribution in elections process by PWDs - The PWDs who volunteer to assist in the election process in the form of working at Voter Help Centers, working as BLOs, working in polling team etc should be assigned such work so that they can motivate other PWDs to participate in the election process.

F-Use of technology to provide help to PWDs

1. The websites of each CEO/DEO shall be made user friendly and readily accessible to persons with disabilities.
2. Visually impaired voters shall be provided the facility of voice SMS to convey information like the status of registration, polling station number, name of polling station, the Serial Number in the voters' list, the assembly constituency in which the name of PWD is registered, the voter ID no.(EPIC), Polling Schedule, etc.

Note - Data of persons with disabilities shall not be displayed on website and should not be shared so as to maintain their privacy.

G-Special Exclusive Polling Stations for PWDs

1. In places/areas/institutions where PWDs reside in large numbers, special polling stations may be set up. For this purpose, the DEO with the endorsement of Chief Electoral Officer should submit proposal for setting up of special polling stations.

H-Improving Physical Access and facilities at polling stations

1. It shall be ensured that polling stations are situated on the ground floor, if not, lift facility/extension of ramp to each floor should be provided.
2. A standardized and uniform design of ramps shall be implemented.
3. Temporary/Mobile ramps shall be made available where ever permanent ramp facility cannot be provided.
4. Access to ramps shall be made smooth in places of sandy and slushy pathways.
5. Ramps shall be provided in such a manner that it directly leads to the door of polling stations to avoid navigating through corridors.
6. Proper approach roads to Polling Stations shall be ensured by local authorities/ respective departments.
7. Mobile barricades in front of Doors of each Polling Station shall be erected.
8. Entrance door of polling station shall be kept wide open and adequate space around the voting compartment should be ensured for wheel chair movement
9. Facility for separate entry should be made available for persons with disabilities wherever possible.
10. Pathway to polling rooms shall have indicators with standard signage.
11. Depending on the number of PWDs among electors in a polling station, facilities like ramp, tricycles, basic information through audio-video, should be made available. These facilities should be physically verified and certified by the Observer deputed by the Commission.
12. Wheel chairs shall be provided at identified polling stations.
13. Priority entry passes shall be issued to persons with disabilities. All possible steps should be taken to ensure that PWDs are not required to wait in queue.

I-Cooperation of Political Parties

1. Political parties shall also be motivated to display publicity material, manifesto, appeal etc. in audio-video and in Braille as well as sign language as per the requirement of the PWDs.

J-Statistical data

1. Statistical data should incorporate data regarding PWDs.

Kindly ensure that the instructions given be followed in letter and spirit.

Please acknowledge the receipt of this letter immediately and also confirm action taken as required above at the earliest.

Yours faithfully,

(SUMIT MUKHERJEE)
SECRETARY

भारत निर्वाचन आयोग

ELECTION COMMISSION OF INDIA

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

No.464/INST/PwD/2016/EPS

Dated 7th September, 2016

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

Subject: - Providing facilities to Persons with Disabilities – Regarding.

Madam / Sir,

In continuation to the letter of even number dated 12/03/2016 on the subject cited, the following additional directions are issued by the Commission for ensuring adequate and quality facilitation of Persons with Disabilities (PwDs) to ensure their wholesome and constructive participation and active engagement in the election process:-

- I. PwDs in each polling station should be identified by BLOs and its record should be kept in the Database and also as a category-wise separate list;
- II. The names of PwD should be mapped and the list be made available to the BLOs but it should not be marked in the electoral roll to maintain the privacy of PwD;
- III. Elaborate instructions on PwD should be prepared by ECI and the same should be displayed outside the Polling Station;
- IV. Voter guide, voter slips and Voter ID cards (EPIC) of visually impaired electors should be prepared in Braille wherever possible;
- V. Department of social Justice should be approached for fulfilling the requirement of wheel Chairs for PwD Voters;

- VI. Neutral youth volunteers should be roped into for facilitation of PwD voters;
- VII. There should be proper Voters’ Guide for PwD Voters especially catering to their needs;
- VIII. Assured Minimum Facility (AMF) should be ensured for PwD Voters at each and every Polling Station –
 - a. Permanent ramps with appropriate gradient should be provided as per national standards;
 - b. Braille facility should be provided in the EVMs;
 - c. Proper accessibility to the polling station should be ensured;
 - d. Proper parking facility should be made available at the polling stations;
- IX. The Polling Officials should be given proper training to facilitate PwD and sensitize them about PwD requirements;
- X. Proper environment building and SVEEP activities should be conducted for ethical voting;
- XI. Dissemination of information regarding available facilities should be made known to the Stakeholders, Political Parties, Election Machinery, Media, Electors;
- XII. Exclusive polling booths, as far as practicable, should be set up for PwD in places where they reside in large numbers. Other facilities according to the needs of the PwD like proper toilets, tactile signage outside the polling stations and Voters’ Guide in Braille for the visually impaired voters should be made available;
- XIII. PwD should be informed in advance about polling stations where facility of online booking for wheel chairs is available;
- XIV. Wherever possible, dummy ballot papers in Braille for visually impaired voters should be prepared;

- XV. Audio applications like voice SMS (web or mobile) for registrations should be developed for visually impaired voters;
2. A comprehensive activity chart (Annexure-I) regarding ease of registration and voting by PwD has been prepared for clarity and coherence. This chart clearly underlines the various activities to be carried out, steps to be taken, fixing of responsibilities of concerned officials, a definite time frame for each activity and the desired outcomes. You are requested to initiate immediate steps to implement the above measure in a time bound manner.
 3. A separate SVEEP plan should be prepared incorporating information, education and facilitation for Persons with Disabilities.
 4. An Action Taken Report in respect of the initiatives and steps taken for facilitation of PwDs as outlined in the instructions herein may be submitted to the Commission within a month.

Yours faithfully,

(Sumit Mukherjee)
Secretary

Activity chart displaying clarity and coherence regarding ease of registrations and voting by PWDs :-

I EASE OF REGISTRATION FOR PWD CITIZEN

Activity	Steps	Responsibility	Time Line	Risk	Outcome
Identification of eligible PwD citizens	Data collection, sharing and dissemination of information	DEO EROs/AEROs BLOs Concerned Departments	6 months prior to Summary Revision	1. Identification of PwD and types of disabilities 2. Data collection from different sources.	Mapping of PwD voters
Facilitation to the eligible PwD citizens	Nodal officers for PwD, Organising special camps, Setting up MSKs, CSCs	DEO EROs/AEROs BLOs Concerned Departments (SJ & DWD)	3 months prior to Summary Revision	1. Duplicate entries of electors with disabilities in E-Roll. 2. Improper facilities at MSKs for PwD. 3. Lack of skilled staff. 4. Non availability of different types of materials, forms etc.	Enrollment of left out electors with disabilities.
Marking in E-Roll Database	Marking in BLO registers. The names of PWDs should be mapped and the list be made available to the BLOs but should not be marked in the electoral roll to maintain the privacy of PWDs	EROs/AEROs BLOs	3 to 6 months prior to Summary Revision	1. Misuse of facilities by persons other than PwD. 2. Errors of commission and omission in marking.	Availability of information of electors with disabilities

Activity	Steps	Responsibility	Time Line	Risk	Outcome
Dissemination of information to Stakeholders, Political Parties, Election Machinery, Media, Electors	Organising meeting with Political Parties, Release of Press Notes, Training of Election Machinery.	DEO EROs/AEROs BLOs	6 months prior to Summary Revision	Lack of coordination between Stakeholders and Election Machinery.	Awareness among electors with disabilities.
Environment building, SVEEP activities for registration	Targeted intervention, Organising Media Campaign, Ensuring involvement of NGOs & BAGs	DEOs CEO/ZP EROs/AEROs BLOs SVEEP partners, Concerned departments (SJ & DWD)	6 months prior to Summary Revision	1. Lack of coordination/co-operation amongst departments. 2. Lack of funds. 3. Non availability of diverse facilities to meet diverse needs.	Maximum inclusion of electors with disabilities.

II EASE OF VOTING FOR PwD VOTERS

Activity	Steps	Responsibility	Time Line	Risk	Outcome
Set up of special exclusive Polling Booths for PwD.	1. Preparation of separate list of PwD from E-Roll database. 2. Identification of places where PwD reside in large numbers like Blind schools/institutions etc. 3. Identification of building for Polling Booths.	DEO ROs/AROs Nodal Officers	3 to 6 months prior to election	1. Scattered population of PwD, 2. Accounting of type of disability.	Increase in participation of PwD in democratic process.

Activity	Steps	Responsibility	Time Line	Risk	Outcome
Creating facilities in Polling Booths according to need of PwD	Providing facilities like Ramps, Signage in Braille as well, Separate queues, Sheds, Seating arrangements, Wheel chairs, Waiting rooms, Assistants etc.	DEO ROs/AROs Nodal Officers	3 months prior to election	1. Lack of polling stations at ground floor. 2. Non availability of ramps, lifts, lack of sufficient open space. 3. Non availability of diverse facilities to meet diverse needs.	Increase in voter turnout of electors with disabilities.
Dissemination of information regarding available facilities to the Stakeholders, Political Parties, Election Machinery, Media, Electors.	Organising meetings with Political Parties, Training of Election Machinery, Release of Press Notes and SVEEP activities. Sending Voice SMS, demonstrating poll process during distribution of voter slips and on the day of polls through signage.	DEO ROs/AROs Nodal Officers Media	30 days prior to poll	1. Lack of coordination between Stakeholders and Election Machinery. 2. Election Machinery overloaded with work. 3. Availability of required resources.	Awareness among Stakeholders regarding facilities and information available for electors with disabilities.

Activity	Steps	Responsibility	Time Line	Risk	Outcome
Identification of special needs, if any	Identification and Tabulation of special information regarding needs of electors with disabilities by BLOs within Polling Booth area during door-to-door distribution of voter slips.	ROs/AROs BLOs BAGs	15 days prior to poll	1. Misuse of the special facility being provided to PwDs. 2. Objections/ complaints may be raised by Political Parties over the facilities provided to PwDs.	Ease the duties of ROs for making the required arrangements in advance.
Assistance at Polling Station on poll day.	Enlightening the BLOs, POs, Polling Parties, Security personnel etc. about the assistance needed for different types of disabilities during the training, Deployment of skilled personnel in special exclusive PBs and with Sector/ Zonal magistrate.	DEO ROs/ AROs BLOs	30 days prior to poll	Lack of skilled manpower.	Motivation, Mouth publicity, Increase in voter turnout of electors with disabilities.
Environment building, SVEEP activities for poll and ethical voting.	Organising targeted interventions, Media campaigns, Involving NGOs & BAGs	DEO CEO ZP EROs/AEROs BLOs SVEEP partners, Concerned Departments (SJ & DWD)	6 months prior to poll	Objections/ complaints may be raised by Political Parties.	Optimum turnout of electors with disabilities.

Activity	Steps	Responsibility	Time Line	Risk	Outcome
Assistance at Polling Station on poll day.	Enlightening the BLOs, POs, Polling Parties, Security personnel etc. about the assistance needed for different types of disabilities during the training, Deployment of skilled personnel in special exclusive PBs and with Sector/ Zonal magistrate.	DEO ROs/ AROs BLOs	30 days prior to poll	Lack of skilled manpower.	Motivation, Mouth publicity, Increase in voter turnout of electors with disabilities.
Environment building, SVEEP activities for poll and ethical voting.	Organising targeted interventions, Media campaigns, Involving NGOs & BAGs	DEO CEO ZP EROs/AEROs BLOs SVEEP partners, Concerned Departments (SJ & DWD)	6 months prior to poll	Objections/ complaints may be raised by Political Parties.	Optimum turnout of electors with disabilities.

Pl. issue
ERS
6/2/2013

S.N.C. (1)

By Speed Post/E-mail

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

23/1/2013-ERS

448-482

Dated: 5th February, 2013

To,

The Chief Electoral Officers

Of all States and UTs

Subject: Improvement in Electoral Rolls-regarding

Sir/Madam,

The Commission has been laying its emphasis on purity of electoral roll as good quality of Electoral Rolls is a prerequisite for free and fair elections. The Commission had circulated draft proposals for improvement in Electoral Rolls among the Chief Electoral Officers of all States/UTs for their perusal and comments. For this purpose, a video-conference was also held on 03.01.2013 with the Chief Electoral Officers in which the matter was further discussed in detail with them and inputs given by them were compiled and placed before the Commission for its consideration. The Commission has considered said proposal and decided to issue the following guidelines:

1. **Background** – Good quality Electoral Rolls is a prerequisite for free and fair elections. Election Commission has always laid a lot of emphasis on purity of electoral rolls. Since 1951, when electoral rolls were prepared for the first time by the Commission, major changes have taken place in the way electoral rolls are maintained. In the pre-computer era electoral rolls were typed every year using ordinary type writers and printed in requisite number of copies. With the advent of computers, the Commission decided to digitize electoral rolls. The process of computerization of electoral rolls took a long time. Initially rolls were simply typed on computers using word processing software. Thus it became possible to keep electoral rolls in soft copies. Electoral rolls were then converted into databases, which were maintained by vendors at district level. This made it possible to analyze the rolls and identify errors, which could then be corrected. Initially



primitive database formats like FoxPro and MS Access were used. Data structures were not uniform. Fonts used for Indian languages were also not uniform. The Commission then prescribed data standards and data structure. A concept of getting vendors to work as State Level Agency (SLA) to help Chief Electoral Officers in maintaining electoral data was evolved. Meanwhile the Commission decided to issue Elector Photo Identity cards (EPIC) to electors for identification of electors and prevention of impersonation at polling stations. Electors were photographed using in a campaign mode using video cameras. Video was then converted to still photos. These photos were stored on tape drives initially and on hard drives and CDs when the technology of CDs became available. EPICs were printed using these photographs and distributed to voters. Photographs were also printed on A4 size sheets as miniatures and kept as permanent record in the office of ERO after lamination. In the late nineties the Commission decided to include photographs in the electoral rolls. Thus Photo Electoral Rolls were born. Improvement in Information Technology led to the decision by the Commission to include the photographs of electors in the electoral database so that it is no longer necessary to keep photographs separately on CDs. Commission has also prescribed strict data standards for electoral database. It was decided to use Unicode for all Indian languages as well as English. Meanwhile the task of developing an on-line Electoral Roll Management System (ERMS) was undertaken by the Commission. ERMS has been developed and deployed in 22 States and Union Territories by the Commission. Remaining States and Union Territories have developed their own ERMS.

2. **Current Status of Electoral Rolls in India** – Electoral Rolls are at present maintained at the State level in all States and Union Territories. Except in Kerala, which uses MySQL, and Gujarat and Meghalaya, which use Oracle, all other States have their electoral rolls database on Sql Server. Unicode is used for all Indian languages and English. Photographs have been merged in the elector table in the database. Photo Electoral Rolls have been prepared for the entire country. EPIC is being distributed to electors in all the States except Assam and Nagaland. Commission has already taken a decision to distribute EPIC to electors in these States as well.

3. **Recent initiatives for Improvement in Electoral Rolls**– Commission has made several efforts for improvement in the quality of Electoral Rolls in the last few years. Major efforts in this direction are: -

3.1. **Strengthening of Field formations**–

- 3.1.1. Appointment of Booth Level Officers (BLOs).
- 3.1.2. Instructions of the Commission to appoint one ERO and two AEROs for each Assembly Constituency.
- 3.1.3. Instructions of the Commission to provide one computer with Internet connection to every ERO and DEO.
- 3.1.4. Instructions of the Commission to provide one data entry operator to every ERO, one data entry operator and one computer programmer to every district and adequate computer manpower and infrastructure to the CEO office.
- 3.1.5. Training of EROs, AEROs, BLOs, etc.

The Commission has directed that every ERO and DEO should be provided one computer with Internet connection.

The Commission has further directed that one data entry operator to every ERO, one data entry operator and one computer programmer to every District Election Officer and adequate computer manpower and infrastructure to the CEO office should be provided.

3.2. **Involvement of Stakeholders** –

- 3.2.1. Political Parties permitted to appoint Booth Level Agents (BLAs).
- 3.2.2. Booth Level Volunteers (BLVs) appointed in many places from Resident Welfare Associations (RWAs), NGOs, etc.
- 3.2.3. MOU with NGOs.
- 3.2.4. Partnership with National Literacy Mission, Educational Institutions, Nehru Yuva Kendras, etc.

Chief Electoral Officers are at their liberty to ensure involvement of stakeholders after assessment of requirement in their state under intimation to the Commission if they go with partnership with any such stakeholders.



- 3.3. **Demand Generation (SVEEP)** – Systematic Voter Education for Electoral Participation (SVEEP) has been used by the Commission recently to generate demand for enrolment. Celebration of National Voters’ Day (NVD) has also helped in increasing awareness about the importance of enrolment.
- 3.4. **Electoral Roll Management System** – As already described Commission has developed and deployed an on-line ERMS for better management of Electoral Rolls using Information Technology.
- Currently, 24 States are using ECI’s ERMS while the remaining states their own methods. The Commission desires that for the sake of uniformity, all states across the country gradually may switch over to the Commission’s module before the next summary revision.
- 3.5. **Greater Transparency** – The Commission has issued several instructions for improved transparency in the processes of electoral rolls management. These include: -
- 3.5.1. Draft Electoral Rolls to be given in one hard copy and one soft copy free of cost to recognized political parties.
 - 3.5.2. Polling Stations wise electoral rolls to be available in PDF format on the website of CEOs.
 - 3.5.3. Search facility for electors based on EPIC numbers and names of electors on the website of CEO.
 - 3.5.4. SMS query facility for searching electors details based on EPIC numbers.
 - 3.5.5. Acknowledgement to be given to the applicant –
 - 3.5.5.1. Every application form for claims and objections to have a perforated acknowledgement section. This portion to be torn off and acknowledgement given to the applicant.
 - 3.5.5.2. Acknowledgement to be sent along with the unique ID of the application on SMS where applicant has given cell phone number and on email, where applicant has given email ID.
 - 3.5.6. Notice of hearing to be communicated to the applicant and objector on SMS and email in addition to the due service of notice as provided in the rules.

- 3.5.7. All applications for claims and objections to be computerized as soon as received. Processing of application to be done only after computerization to track all applications.
- 3.5.8. List of all claims and objections to be put on the website of CEO along with drill down to individual applications without photographs.
- 3.5.9. List of all claims and objections to be given to recognized political parties before disposal of claims and objections.
- 3.5.10. Order of ERO/AERO to be communicated to the applicant –
 - 3.5.10.1. A perforated portion on the application form for recording the order of ERO/AERO in brief and sending it to the applicant by post.
 - 3.5.10.2. ERO/AERO order to be communicated to the applicant by SMS and email where cell phone number or email ID of the applicant is available.
- 3.5.11. Status tracking of claims and objections on the website of the CEO and by SMS query.
- 3.5.12. Polling station locations on the website of the Election Commission with drill down to names and cell phone number of CEO, DEO, ERO and BLO and also PDF electoral rolls for that polling stations.
- 3.6. **Hassle Free Access to Services** – In recent times Commission has laid a lot of emphasis on facilitation of enrolment and hassle free access to services. For this purpose following initiatives have been taken by the Commission: -
 - 3.6.1. Facility for applying on-line on the website of the Commission and website of CEOs.
 - 3.6.2. Drop boxes at places of heavy footfalls like shopping malls etc.
 - 3.6.3. Facility to apply at Common Service Centers of Ministry of IT under its PPP scheme.
 - 3.6.4. Voter Registration Centers (VRC)
 - 3.6.5. BLOs to sit at polling stations on Saturdays and Sundays during the period of summary revision.
 - 3.6.6. BLOs to paste stickers with their names and cell phone numbers on the doors of electors, so that electors can call them to fix an appointment.
 - 3.6.7. Enrolment camps or Voter Melas at tehsil level.



- 3.6.8. Enrolment in educational institutions and in corporate offices.
- 3.7. **Grievance Redress Mechanism** –
 - 3.7.1. Pubic Grievance Redress website of the Commission.
 - 3.7.2. Call Center in every state with toll free number, 1950.
- 3.8. **Statistical Analysis** – In recent times, Commission has used statistical analysis to identify areas for improvement in electoral rolls. Commission looks at Elector Population (EP) ratio, Gender Ratio, Age Cohort Ratios etc. to make an assessment of the quality of electoral rolls and to take corrective action.
- 3.9. **Improved Monitoring System** –
 - 3.9.1. Web based MIS for monitoring of electoral rolls.
 - 3.9.2. Regular meeting with CEOs
 - 3.9.3. Electoral Roll observers at the time of revision
 - 3.9.4. Visit by Commission officers to the states at the time of revision
- 4. **Gaps and Challenges** – While the initiatives taken by the Commission have yielded positive results, there are still some gaps and challenges. These are -
 - 4.1. **Errors in the Electoral Rolls** – Errors are mainly of two kinds –
 - 4.1.1. **Inclusion and Exclusion Errors** –
 - 4.1.1.1. There are still some persons who despite being eligible are not enrolled in the electoral rolls. Statistical analysis shows that these are mostly in the following categories –
 - 4.1.1.1.1. Youth who have just turned 18 and have recently become eligible.
 - 4.1.1.1.2. Women.
 - 4.1.1.1.3. Homeless.
 - 4.1.1.1.4. Disabled
 - 4.1.1.1.5. Transgender
 - 4.1.1.1.6. Sex workers
 - 4.1.1.1.7. Migrants
 - 4.1.1.1.8. NRIs
 - 4.1.1.1.9. Service Voters
 - 4.1.1.2. Electoral rolls have some names of dead and shifted voters. Similarly rolls also have duplicate entries of the same voter.

- 4.1.2. **Errors in entries** – In some cases there are errors in the entries of electoral rolls. Some errors are minor and do not lead to disenfranchisement of the elector, e.g. a spelling mistake in the name, wrong gender of the elector, wrong age of the elector etc. Other errors may be more serious and can lead to disenfranchisement, e.g. name of the elector being blank. An illustrative list of such errors is given below: -
 - 4.1.2.1. Errors in names of electors or their relatives –
 - 4.1.2.1.1. Spelling mistakes either in English or vernacular or both.
 - 4.1.2.1.2. Names are blank or have junk characters.
 - 4.1.2.2. Errors of sex – Sex is wrongly written
 - 4.1.2.3. Errors of age or date of birth – Age or date of birth is wrongly written. In some cases, it may even be shown as less than 18 years or more than 120 years.
 - 4.1.2.4. Errors in relative types – Sometimes male voters are shown to have husbands, or female voters are shown to have female husbands. This happens because at the time of data entry the “relative type” column is wrongly filled.
 - 4.1.2.5. Errors in house numbers or door numbers.
 - 4.1.2.6. Members of a family being shown in different sections of the part and sometimes even in different polling stations.
 - 4.1.2.7. Errors in photographs –
 - 4.1.2.7.1. Poor quality photographs, which may not be identifiable.
 - 4.1.2.7.2. Wrong photographs.
- 4.2. **Challenges with respect to Booth Level Officers**– Booth Level Officer (BLO), is the key to the success in maintaining the quality of electoral rolls. However there are several challenges in making this institution really effective. Some of them are –
 - 4.2.1. BLO is a low paid part time government employee. People are generally reluctant to be appointed as BLO. They suffer from low self-esteem which is sometimes reinforced by bad behavior suffered by them in posh colonies.



- 4.2.2. BLO is not properly trained to perform his job. For adequate and meaningful training, the Training Division of the Commission is focusing on this aspect.
- 4.2.3. Many BLOs have to go long distances to reach the area allotted to them. The Commission has been laying its emphasis on local BLOs.
- 4.2.4. Electors do not know their BLOs and lack the information on how to reach them. By “Know your BLO campaign”, providing particulars on CEO’s portal, sticker and nameplate of BLOs can be proved fruitful for the purpose.
- 4.2.5. BLOs have to work odd hours as in many places particularly urban areas, electors may not be at home during working hours.

The Commission has directed that a sticker containing the phone number of BLO should be pasted at the door of the elector when the same is found locked during visit of the BLO.

- 4.2.6. BLOs have to perform regular duties in their parent departments, and sometimes get punished for not performing such duties when they are busy in the electoral roll related work.

The Commission has directed that Chief Electoral Officers may explore the possibility of system of permanent BLO in their State in future.

- 4.2.7. BLOs are called for meeting too often and waste a lot of time commuting.
- 4.3. **Challenges with respect to Manpower and infrastructure** – In spite of the instructions of the Commission many States have not provided the manpower and infrastructure required by the EROs/AEROs, DEOs and CEOs.
 - 4.4. **Database Issues** – In order to provide hassle free services to the citizens in an on-line mode and in order to carry out all transparency related instructions of the Commission a Common Central Electoral Roll database is necessary. The Commission still does not have a National Electoral Roll database. It is therefore difficult to provide G to C services from a common portal, provide de-duplication services at the National level etc.

5. **The Proposal – Year of Electoral Rolls** – In order to achieve 100% error free electoral rolls before the next Parliament Elections scheduled to be held in 2014, it is proposed to focus on quality of electoral roll. The activities relating to this may begin with 15th February 2013. Most of the activities for improvement in the rolls have to finish by June end 2013, so that pre-revision activities can then be started. Pre-revision activities take approximately 2 months and should be finished by the end of August 2013. Summary revision with 1-1-2014 as the qualifying date should begin in September 2013 so that there is adequate time for a good revision. It has to be borne in mind that this will be the last summary revision before the Parliament Elections in 2014. It may also be noted that roll improvement activities in Karnataka have already been started on these lines as Karnataka elections are due in May 2013. Summary revision for Madhya Pradesh, NCT of Delhi, Chhattisgarh, Rajasthan and Mizoram may have to be delayed as elections to these States are due in November-December 2013. Following plan of action is proposed: -

It has already been clarified in the Video-conference that the Commission is open for any modification suggested by the Chief Electoral Officers and will consider it on merit.

6. **Plan of Action**–

6.1. **Strengthening of electoral roll machinery** –

6.1.1. **Empowerment of Booth Level Officer (BLO)** – BLO is the most important link in the process of electoral rolls improvement. Any plan of electoral roll improvement should therefore necessarily begin with empowerment of BLOs. Following specific action points are suggested for empowering the BLO –

6.1.1.1. **Appointment of Willing BLOs** – A reluctant BLO is a liability for the electoral roll machinery. It is therefore important to appoint willing persons as BLOs. CEO Kerala has tried a scheme of advertising on the website for appointment of BLOs with success. All States should be asked to follow the procedure used in Kerala and to ensure that within the next one month willing persons are appointed as BLOs in all Polling Stations. The Commission has directed that the Chief Electoral Officers may explore the possibility of willing BLOs in their state on the pattern of Kerala.



- 6.1.1.2. **Training of BLOs** – BLOs have been trained recently. However since it is likely that some new BLOs will be appointed, one more training of BLOs should be planned in the current year. Training needs analysis should be carried out before conducting the actual training.
- 6.1.1.3. **BLO registers** – In spite of instructions of the Commission, BLO registers have not been given in many States and UTs. It should be ensured that BLO registers are given to each BLO and these registers are properly filled by the BLO to keep proper documentation about their polling station.
- 6.1.1.4. **BLO Kit** – Commission had instructed that all BLOs must be given a kit bag which would in addition to the BLO register include a photo identity card and a sign board for the place where the BLO would normally be available to the electors. This has not been given in many States and UTs. It should be ensured that it is given to all BLOs immediately.
- 6.1.2. **Empowerment of ERO and AERO** – Though Commission has given instructions in this respect yet in many States and UTs these instructions have not been carried out. Following action should therefore be taken immediately to empower EROs and AEROs to do their work properly –
- 6.1.2.1. The **Chief Electoral Officer** shall send proposals to the Commission for appointment of one ERO and at least two AEROs for each Assembly Constituency.
- 6.1.2.2. Though EROs and AEROs have been recently trained, yet it appears from the orders passed by them that they need further training on the statutory procedure to be followed. A study should be done on orders passed by EROs and AEROs in different States to find out common mistakes, and a training course specially designed to avoid such mistakes should be designed. All EROs and AEROs should then be trained once again using this training design.
- 6.1.2.3. Every ERO/AERO should be given one computer with Internet connection and one printer. Every ERO/AERO should also be given one data entry operator.



- 6.1.3. **Strengthening of DEO's office** - Every DEOs office should have one Deputy DEO at least of the rank of Tahsildar or above, exclusively for election work. The Deputy DEO should be supported by at least one Election Supervisor in the rank of Section Officer and two Assistants. They should be provided with at least one computer with Internet connection. There should be at least one computer programmer well versed in dot net programming and one data entry operator in each DEO office.
- 6.1.4. **Strengthening of CEO's office**– There should be one officer exclusively for electoral roll and Information technology related work at least in the rank of Joint CEO in the office of every CEO. The requirement of Information Technology infrastructure and computer manpower for the CEOs offices depends on the size of the state and is enclosed at Annexure-1. It should be ensured that this manpower and infrastructure is provided immediately.
- 6.2. **Correction and prevention of Errors** –
- 6.2.1. Software should be developed to identify errors in the electoral rolls. Records with errors should be printed as form-8 and given to BLOs for verification of errors. If errors are found form-8 should be got filled up from the concerned electors by the BLOs and corrections made in the roll.
- 6.2.2. Photo voter slips for verification of records should be distributed to all the voters with the request to fill up a form-8 if the photo voter slip is found to have any error.
- 6.2.3. Details of elector records should be sent by SMS and email to all those electors whose cell phone numbers and email ID are available with the request to fill form-8 is any error is noticed.
- 6.2.4. Validation checks should be put in data entry software to prevent errors during data entry.
- 6.2.5. All applicants should be sent the record of their entry in the electoral rolls through SMS and email as soon as a fresh entry is made in the roll with the request to check the correctness of the entry.



- 6.2.6. De-duplication using text based de-duplication software should be done in Assembly Constituencies across district and State borders to find possible duplicates and remove them after field verification.
- 6.2.7. It should be ensured that applicants fill section-4 of form-6 invariably, where they give a declaration about their previous enrolment in another Assembly Constituency along with their EPIC number. In case this declaration is left blank the BLO should be asked to visit the elector and get the declaration filled up. In those cases where cell phone number or email ID of the applicant is available the applicant may also be informed on SMS or email to fill up the declaration. Disposal of form-6 should be done only after this declaration is filled up. Software should provide that based on the EPIC number of previous place of enrolment and the request contained in the declaration to delete the name from the previous Assembly Constituency the ERO of the concerned Assembly Constituency is able to delete the name from that constituency. Chief Electoral Officer should strictly monitor that all such deletions consequent upon inclusion in another constituency have been done by the Electoral Registration Officer in a time bound manner.

6.3. Country wide 100% coverage of EPIC and PER –

- 6.3.1. All States and UTs which do not already have 100% EPIC and PER coverage must prepare a plan to ensure 100% coverage of EPIC and PER latest by May 2013.
- 6.3.2. Commission may consider changing the current specifications of EPIC to PVC EPIC printed in color.
- 6.3.3. All EROs must be asked to check the quality of photographs in the rolls, and to replace photographs of bad quality with photographs of good quality. The standard quality of photographs is prescribed at Annexure-2.



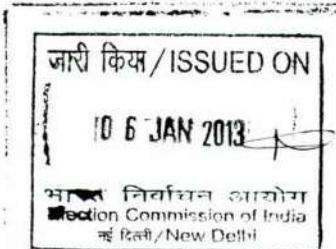
6.4. Hassle free access to services –

- 6.4.1. It should be possible to file claims and objections on-line and check the status of applications on-line. It should also be possible to upload photographs and scanned copies of documentary proof of age and address on-line. Drop boxes should be kept at designated locations including DEO offices, ERO offices etc. to drop signed copies of application forms filed on-line. An SMS or email should be sent to the applicant as soon as the signed copy is received in the office of ERO.
- 6.4.2. The on-line filing of claims and objections should allow saving of partially filled forms and editing of forms on-line before it is finally submitted for disposal. This is necessary for electors at placers where Internet connectivity is poor.
- 6.4.3. Mobile applications on different mobile platforms like IOS, Blackberry, Android, Symbian, Java etc. should be made and distributed freely through CEOs websites to enable citizens to file on-line claims and objections, track application status, search on-line etc.
- 6.4.4. Common Service Centers under Ministry of IT should be used to provide all services to electors including filing of claims and objections, search of names, status checking of applications, issuance of fresh and duplicate EPIC once the claim has been approved by the ERO etc. Similar facilities should be available at VRCs as well. If the services of the Ministry of IT Common Service Centers are not good, CEOs may themselves enter into a Public Private Partnership with private sector agencies willing to provide such services at a small price to the electors.
- 6.4.5. It has been seen that educational institutions and corporate houses willing to help their students and employees in filing claims and objections find difficulties to send filled up application forms to the concerned EROs as their students or employees may belong to several Assembly Constituencies. They should be encouraged to provide the facility of on-line filing of claims and objections to their students and employees. Printed signed copies of forms may be collected from them by an officer of the DEO's office at regular intervals. Similar facilities should also be provided to RWAs.

- 6.4.6. Help of NGOs should be taken to provide hassle free services to citizens.
- 6.5. **Statistical Analysis and inclusion of all eligible electors** – CEOs must make an assessment of the persons who are eligible to be enrolled but are left out. This can be found out by EP ratio, Gender ratio and age cohort analysis. Once this analysis is done strategies to reach out to the unreached have to be worked out and focused SVEEP should be carried out to enroll them. Special strategies need to be worked out for youth, women, migrants, homeless, disabled, NRIs and service voters.
- 6.6. **Call Center** – It is common experience that the call center services of 1950 work well during election time. However during non-election time these are not very effective. CEOs should be asked to outsource this service to a good private sector service provider to ensure quality of service. Call center should also randomly check citizen satisfaction levels.
- 6.7. **Monitoring Mechanism** – Good monitoring mechanism is essential to the success of the plan and is an integral part of the plan. Monitoring mechanism will include: -
- 6.7.1. Roll observers.
- 6.7.2. Visit by Commission officers
- 6.7.3. Review meetings by the Commission
- 6.7.4. MIS
- 6.8. **Database Issues** – The Commission is working towards a National Electoral Roll database. The effort should be to achieve this before the next summary revision with 1st January 2014 as the qualifying date.
7. **Polling Station Rationalization** – Rationalization of Polling Stations according to the guidelines of the Commission for facilitation of voters must be done
8. **Calendar of activities** – A detailed calendar of activities is given in Annexure-3.
- Chief Electoral Officers are requested to either adopt this calendar or propose an alternate calendar to the Commission. Such proposal of alternate calendar should reach the Commission latest by 15th February 2013, failing which it shall be assumed that the calendar given here has been adopted by the Chief Electoral Officer.

Yours faithfully,

(NAFENDRA N. BUTOLIA)
SECRETARY



-14-

of

Annexure- 1

Manpower and IT infrastructure requirement for CEO Offices

All States have been divided into 3 groups : Large, Medium and Micro :-

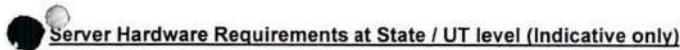
- Large States have more than 100 internal users
- Medium State have between 50 to 100 internal users
- Micro States have less than 50 users

The detailed tabular break of all states is given below: -

Micro State	Medium State	Large State
1. Andaman & Nicobar Island 2. Chandigarh 3. Dadra & Nagar Haveli 4. Daman & Diu 5. Goa 6. Lakshadweep 7. Mizoram 8. Puducherry 9. Sikkim	1. Jammu & Kashmir 2. Assam 3. Himachal Pradesh 4. Uttrakhand 5. Tripura 6. Meghalaya 7. Nagaland 8. Manipur 9. Arunachal Pradesh 10. NCT of Delhi 11. Chattisgarh 12. Haryana 13. Jharkhand	1. Kerela 2. Karnataka 3. Orissa 4. Punjab 5. Tamil Nadu 6. Gujarat 7. West Bengal 8. Rajasthan 9. Madhya Pradesh 10. Maharashtra 11. Bihar 12. Uttar Pradesh 13. Andhra Pradesh

Manpower requirement for implementation and maintenance

Level	Manpower Required in no.	Resources Details
District Level	1	This person can also be borrowed from the District NIC center on a part time basis
State Level	For Large States - 3	1 DBA, 1 System Analyst, 1 Network / Hardware Support Staff, 3 to 4 Programmers
	For Medium States - 2	1 DBA, 1 Network / Hardware Support Staff, 2 to 3 Programmers
	For Micro States - 1	This person can also be borrowed from the District NIC center on a part time basis, 1 to 2 Programmers



Server Role	Software	Hardware	Quantity	Remark
ERMS Application and Access Control (AD)	Windows Server 2008 or R2	Quad CPU, Quad Core, 128 GB RAM RAID 1 HDD, Dual Fibre Channel	2	RAID 1 HDD, Dual Fibre Channel Support (except for where indicated)
ERMS Database and Reporting	Windows Server 2008 or R2	Quad CPU, Quad Core, 128 GB RAM RAID 1 HDD, Dual Fibre Channel	2	SAN Storage required
	Windows Server 2008 or R2			
Implementation of Disaster Recovery Plan				
<p>To achieve optimal performance with high availability disaster recovery (HADR), ensure that your system meets the following requirements for hardware, operating systems, and for the database system.</p> <p>Recommendation: For better performance, use the same hardware and software for the system where the primary database resides and for the system where the standby database resides. If the system where the standby database resides has fewer resources than the system where the primary database resides, it is possible that the standby database will be unable to keep up with the transaction load generated by the primary database. This can cause the standby database to fall behind or the performance of the primary database to degrade. In a failover situation, the new primary database should have the resources to service the client applications adequately.</p> <p>Recommendation: Use identical host computers for the HADR primary and standby databases. That is, they should be from the same vendor and have the same architecture. The operating system on the primary and standby databases should be the same version, including patches. You can violate this rule for a short time during a rolling upgrade, but take extreme caution.</p> <p>Recommendation: It is also recommended to keep disaster recovery systems at geographically dispersed areas.</p>				

System requirements for Windows Server 2008 are as follows :

	Recommended for Windows Server 2008	Recommended for Windows Server 2008 R2
Processor	2 GHz or faster	1.4 GHz (x86-64 processor) or Intel Itanium 2
Memory	2 GB RAM or higher <ul style="list-style-type: none"> ▪ Maximum (32-bit systems): 4 GB RAM (Standard) or 64 GB RAM (Enterprise, Datacenter) ▪ Maximum (64-bit systems): 8 GB (Foundation) or 32 GB RAM (Standard) or 2 TB RAM (Enterprise, Datacenter and Itanium-Based Systems) 	Maximum: 8 GB (Foundation) or 32 GB (Standard) or 2 TB (Enterprise, Datacenter, and Itanium-Based Systems)
Video adapter and monitor	Super VGA (800 × 600) or higher resolution	Super VGA (800 × 600) or higher resolution
Hard drive disk free space	40 GB or higher	32 GB or greater for editions other than Foundation <ul style="list-style-type: none"> ▪ Foundation: 10 GB or more ▪ Computers with more than 16 GB of RAM require more disk space for paging, hibernation, and dump files^[35]
Optical drive	<u>DVD-ROM</u>	
Devices	Super VGA (800 × 600) or higher-resolution monitor, <u>keyboard</u> and <u>mouse</u>	



System requirements for Windows Server 2008 R2 are as follows :

	Recommended for Windows Server 2008
Processor	1.4 GHz <u>x86-64</u> or <u>Itanium 2</u> processor
Memory	Minimum:512 MB RAM (may limit performance and some features) Recommended:2 GB RAM Maximum: 8 GB RAM (Foundation), 32 GB RAM (Standard), or 2 TB RAM (Enterprise, Datacenter and Itanium-Based Systems)
Video adapter and monitor	Super VGA (800 × 600) or higher resolution
Hard drive disk free space	Minimum (editions higher than Foundation): 32 GB or more Minimum (Foundation edition) 10 GB or more. Computers with more than 16 GB of RAM require more disk space for paging and dump files. ^[20]
Optical drive	<u>DVD-ROM</u>
Devices	Keyboard and Mouse, Internet access (Optional, but required for <u>updates</u> and online <u>activation</u>)

Quality Parameters for Face Image

A. Digital Data of Photograph of Electors -

EPICs will be prepared using digital photographs which are stored in the elector database only. The digital photographs should be stored in JPEG format in binary form in the elector table, using 320x240 pixels (standard e-mail mode of Digital Cameras) in Colour Portrait mode. Photograph Quality: The photograph should be of size 3.2 cm (vertical) x 2.4 cm (horizontal) and of resolution 320x240 pixel. The photograph shall show a close-up of the applicant’s head and the top of the shoulders. The face shall take 75% of the vertical dimension of the picture. The photograph shall be in sharp focus, of high quality with no creases and ink marks with appropriate brightness and contrast and showing natural skin tones of the elector’s face and features clearly recognisable. It shall show the elector looking directly at the camera with a neutral expression and the mouth closed. The photograph shall be showing the elector with the eyes open and clearly visible with no hair/cap/hat/headgear/veil/cover/shadow/reflection etc. obscuring the eyes. If the elector wears glasses, the photograph must show the eyes clearly with no lights reflected in the glasses. The glasses should not have tinted lenses and it shall be ensured that the frames of the glasses do not cover any part of the eyes of the elector. The photograph must have a plain, light coloured background and there must be no other people or object visible with the elector. Since the contrast visible on-screen is usually higher than in a printed form, before each session of photography, a test photograph should be taken and printed. The lighting conditions should be changed in order to meet the above requirements. Where necessary, the location of taking the photograph should be moved closer to a window or source of natural light or artificial lighting used.

The illustrations on portrait quality have been enclosed for taking of photograph.

- B. The print on the photograph on the EPIC should be of size 3.2 cm (vertical) by 2.4 cm (horizontal). While a variation in size of plus or minus 10 % will be permissible, the relative proportions (aspect ratio) of the photograph should not be changed under any circumstances.
- C. It is necessary that the photographs of electors in the specified digital format must be mentioned as one of the deliverables in contracts whenever photography or EPIC contracts are awarded either directly or through an intermediate agency to SLA, vendor or sub-vendor.

Calendar of Activities for Action Plan for the Proposal of Year of Electoral Rolls

S.No.	Activity	Start Date	End Date
1	Preliminary Activities		
1 (a)	Preparation and approval of action plan by the Commission	15-02-2013	1-03-2013
1 (b)	Communication of the Action Plan to the CEOs	1-03-2013	1-03-2013
3 (c)	Formal Launch of “Year of Electoral Roll” action plan	11-03-2013	11-03-2013
2	Empowerment of BLOs		
2 (a)	Appointment of willing BLOs	1-03-2013	1-04-2013
2 (b)	Training Needs Analysis of BLOs	1-03-2013	11-03-2013
2 (C)	Training of BLOs	1-04-2013	30-04-2013
2 (d)	Approval of revised remuneration of BLOs by the Commission	15-02-2013	15-02-2013
2 (e)	Approval of revised remuneration of BLOs by State Governments	16-02-2013	28-02-2013
2 (f)	Distribution of BLO registers and BLO Kits	1-03-2013	1-04-2013
2 (g)	Providing Stickers to all BLOs with their names and Cell Phone Number printed on them	1-03-2013	1-04-2013
3	Strengthening of ERO/AEROs		
3 (a)	Appointment of separate EROs and at least 2 AEROs for each AC	1-03-2013	22-03-2013
3 (b)	Training needs analysis for EROs/AEROs	1-03-2013	22-03-2013
3 (c)	Training of EROS and AEROs	1-04-2013	30-04-2013
3 (d)	Appointment of one data entry operator for each ERO and AERO	1-03-2013	1-04-2013

S.No.	Activity	Start Date	End Date
3 (e)	Provision of one computer with Internet Connection and one printer to each ERO and AERO	1-03-2013	1-04-2013
4	Strengthening of DEO office		
4 (a)	Appointment of one Deputy DEO exclusively for elections in each DEO office	1-03-2013	1-04-2013
4 (b)	Appointment of one Computer Programmer well versed in dot net and one data entry operator in each DEO office	1-03-2013	1-04-2013
4 (c)	Provision of one computer with Internet connection and one printer in each DEO office	1-03-2013	1-04-2013
5	Strengthening of CEO office		
5 (a)	Appointment of one Joint CEO exclusively for Electoral Rolls and Information Technology	1-03-2013	1-04-2013
5 (b)	Appointment of Computer manpower in CEO office as prescribed by the Commission	1-03-2013	1-04-2013
5 (c)	Provision of computer infrastructure in CEO office as prescribed by the Commission	1-03-2013	1-04-2013
6	Correction and Prevention of errors		
6 (a)	Development of software to identify errors in electoral rolls	1-03-2013	1-04-2013
6 (b)	Development of validations in data entry software to prevent errors	1-03-2013	1-04-2013
6 (c)	Printing of Polling Station wise error lists for verification by BLOs	2-04-2013	22-04-2013
6 (d)	Verification of errors list by BLOs	23-04-2013	20-05-2013
6 (e)	Printing of Photo voter slips with request to verify the entries for errors	2-04-2013	22-04-2013

S.No.	Activity	Start Date	End Date
6 (f)	Distribution of photo voter slips through BLOs for verification of entry by voters	23-04-2013	20-05-2013
6 (g)	Sending information about elector entries by SMS and email	2-04-2013	22-04-2013
6 (h)	Correction of errors in electoral rolls after verification of entries by BLOs and by electors	1-05-2013	30-05-2013
6 (i)	Identifying possible duplicates by de-duplication software across district and state borders	2-04-2013	22-04-2013
6 (j)	Verification of possible duplicates by BLOs	23-04-2013	20-05-2013
6 (k)	Deletion of duplicates after verification by BLOs	21-05-2013	20-06-2013
6 (l)	Development of software for sending deletion request to the concerned ERO based on the declaration in section 4 of form 6	16-02-2013	28-02-2013
6 (m)	Ensuring that declaration in section 4 of form 6 is filled by all applicants	28-02-2013	-
7	100% EPIC and PER Coverage		
7 (a)	Photography campaign for residual voters whose photographs is not in the roll	1-03-2013	15-04-2013
7 (b)	Identification of bad quality photographs in the electoral rolls and printing of lists of voters whose photographs are of bad quality	16-02-2013	8-03-2013
7 (c)	Collection of photographs of voters whose photographs are of bad quality	1-03-2013	15-04-2013
7 (d)	Changing the current specification of EPIC to a PVC EPIC with color printing	1-05-2013	31-05-2013

S.No.	Activity	Start Date	End Date
8	Hassle free access to services		
8 (a)	Improving on-line application forms for claims and objections	16-02-2013	8-03-2013
8 (b)	Service agreement with Common Service Centers	16-02-2013	8-03-2013
8 (c)	Equip VRCs for service provision	16-02-2013	8-03-2013
8 (d)	Service agreement with other private sector service providers for providing on-line services to citizens	16-02-2013	8-03-2013
8 (e)	MOU with educational institutions, corporates, RWAs, NGOs etc.	16-02-2013	8-03-2013
8 (f)	Development of a system of collection of signed copies of application forms from drop boxes, educational institutions, corporate houses, RWAs etc.	16-02-2013	8-03-2013
9	Transparency		
9 (a)	Development of software to send acknowledgements, notices, communication of EROs orders etc. on SMS and email	16-02-2013	8-03-2013
9 (b)	Development of software for putting lists of claims and objections with drill down to individual forms without photographs on the CEO website	16-02-2013	8-03-2013
9 (c)	Development of software for status check of applications on website and SMS query	16-02-2013	8-03-2013
9 (d)	Development of software for elector search on website and SMS query	16-02-2013	8-03-2013

S.No.	Activity	Start Date	End Date
9(e)	Showing all Polling Station Locations on ECI website on maps with drill down to names and phone numbers of officers and PDF electoral roll of the concerned polling station		
10	Efforts for inclusion of all eligible electors		
10 (a)	Assembly wise and polling station wise statistical analysis and target fixing	16-02-2013	8-03-2013
10 (b)	SVEEP focused on special target groups in specific areas	25-02-2013	-
11	Public Grievances		
11 (a)	Outsourcing of Call Center at every State level	16-02-2013	1-04-2013
11 (b)	Outsourcing of Call Center at National level	16-02-2013	1-04-2013
11 (c)	Analysis of the types of complaints and plan for systemic improvement	2-04-2013	14-06-2013
11 (d)	Checking satisfaction level of citizens by the call center	2-04-2013	-
12	Monitoring		
12 (a)	Appointment of Roll observers	1-04-2013	15-04-2013
12 (b)	Training of Roll observers	15-04-2013	30-04-2013
12 (c)	Development of MIS	15-02-2013	15-04-2013
12 (d)	Visit by Commission Officers	1-05-2013	-
12(e)	Review meetings by Commission	Dates to be fixed	
13	Database Issues		
13 (a)	Strengthening of IT cell of Commission	15-02-2013	30-04-2013
13 (b)	Support to States to deploy on-line ERMS, preferably ERMS developed by the Commission	15-02-2013	30-03-2013
13 (c)	Synchronization of Control tables for the entire Country	15-02-2013	30-03-2013

S.No.	Activity	Start Date	End Date
13 (d)	National electoral roll database with disaster recovery	1-04-2013	30-05-2013
13(e)	Provision of citizen services through a National e-portal	1-06-2013	-
14	Rationalization of Polling Stations		
14 (a)	Internal exercise by EROs/DEOs/CEOs for rationalization of Polling Stations	1-6-2013	30-06-2013
14 (b)	Draft Publication of the rationalized list of Polling Stations to invite Claims and Objections	1-07-2012	-
14 (c)	Disposal of Claims and Objections, Meeting with Political Parties and finalization of rationalized list of Polling Stations	15-07-2013	30-07-2013
14 (d)	Updation of Control Tables on the basis of rationalized list of Polling Stations and Approval of Commission on the updated list	1-08-2013	15-08-2013
15	Summary Revision with 1-1-2014 as the Qualifying date		
15 (a)	Integration of Mother Rolls with supplementary and Printing of Draft Roll	16-08-2013	30-08-2013
15 (b)	Draft Publication of Electoral Rolls for summary revision	1-09-2013	-
15 (c)	Process of Summary Revision (Detailed Schedule will be prepared later in consultation with CEOs taking into account holidays etc.)	1-09-2013	5-01-2014
15 (d)	Final Publication of Electoral Rolls with 1-01-2014 as the qualifying date	5-01-2014	

Illustrations on portrait quality



too close



too far away



Blurred



ink marked/creased



looking away



unnatural skin tones



too dark



too light



washed out



colour pixelated





hair across eyes



eyes closed



portrait style



eyes tilted



busy background



not centred



flash reflection on skin



red eye



shadows behind head



shadow across face





dark tinted lenses



flash reflection on lenses



frames too heavy



frames covering



eyes wearing a hat



wearing a cap



face covered



shadows across



shows another person face



mouth open and toy





ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No. 485/Comp/ERMS/2012

Dated: 8th April, 2013

To,
The Chief Electoral Officers
of all the States/UTs.

Subject: **Finding out possible errors in the electoral data base-regarding**

Sir/Madam,

I am directed to State that the following are the lists of probable of errors /discrepancies in the photo electoral rolls in the State /UTs:

- 1 Category 1. Electors first/last name is Null/Junk Characters
- 2 Category 2. Part No. is Null/Junk Characters
- 3 Category 3. Serial number of the elector is Null/Junk Characters
- 4 Category 4. Section No. is Null/Junk Characters
- 5 Category 5. House No. is Null/Junk Characters
- 6 Category 6. Elector's relationship#M, F, H,O or m,f,h,o/Junk Characters
- 7 Category 7. Sex M,F,O/Junk Characters
- 8 Category 8. elector's gender is male but relationship is H/Junk Characters
- 9 Category 9. Elector's relation name is blank/Junk Characters
- 10 Category 10. Age is less than 18 or greater than 100
- 11 Category 11. EPIC number is less than 10 characters/Junk Character
- 12 Category 12. Photograph exists but ID card is not available
- 13 Category 13. ID card No. exists but Photograph is not available
- 14 Category 14. List of records where EPIC number is repeating
- 15 Category 15. Elector gender is female but relationship is F/O for voter age>30
- 16 Category 16 Elector's Status type# N,E,S,M,R or n,e,s,m,r/Junk Characters
- 17 Category 17. Number of Sections having no electors

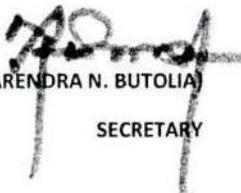
There is an application available in the ECI ERMS to find out such errors/discrepancies in the electoral database so that the Chief Electoral Officers using the ECI ERMs may take remedial measures with the help of the above-said application.



The Chief Electoral Officers of the States using ECI ERMS have already been provided the application vide my mail dated 21.02.2013. They have also been asked to furnish the completion report in the given format by 01.04.2013. No report has been received from any State so far. They are requested to expedite the exercise and send the report urgently.

The Commission has further directed that the Chief Electoral Officers of the State/UTs, who are using their own ERMS, should develop an application to find out these errors/discrepancies outlined above and take remedial measures like rectification in the entries in electoral database following due procedure urgently. Action taken report in the matter may also be furnished to the Commission.

Yours faithfully,


(NARENDRA N. BUTOLIA)
SECRETARY



By E-MAIL/Speed Post

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

No.23/2013-ERS/Vol-III

Dated: 11th April, 2013.

1.0

The Chief Electoral Officers
Of all States/UTs

Subject - **Precautions to be taken for deletion of the name of the electors from the electoral roll, - regarding.**

Sir/Madam

The Commission has issued detailed instructions laying down the procedure to be followed by the Electoral Registration Officers for deletion of the names of electors from electoral rolls.

2. It has already been mentioned that proper enquiry should be made by E R O before taking a decision to delete an existing entry from the rolls. However, complaints have often been received from various quarters that names of persons having EPICs are deleted from the electoral rolls with out affording them proper opportunity of hearing.

3. In the existing electoral system, deletion of names of electors can be done in the following situations:

- (a) Death
- (b) Shifted
- (c) Missing
- (d) Disqualification
- (e) Repeated entry.

4. The Commission, in order to avoid wrongful deletions, has decided to issue the following instructions for compliance of EROs in future:-

- i. In death cases, the ERO can delete the name of the elector on the basis of death certificates from the competent authorities/reports from BLOs/Form-7 from close relatives, friends, neighbors etc. and no further enquiry is required in such cases.

ii. In case of shifted electors where the new address of the elector is known (from Form 7 received), hearing should be conducted compulsorily. If the elector is residing in nearby area, hearing can be held directly by the concerned ERO who is deleting the name. In case the elector has shifted to some far-flung area from where he/she cannot come for attending the hearing, a recorded statement of the elector through the ERO of the concerned area can be obtained, and further necessary action taken on the basis of the same. If the previous address is known from Form 6, his name from previous address should be deleted only when his name is enrolled at his new address on the basis of his Form 6.

iii. If the new address of a shifted elector is not known, notice of the hearing can be published in a local daily and a notice can be pasted on the last known address of the elector in the presence of at least two witnesses. The same procedure can be adopted in case of missing electors.

iv. In disqualification cases with regard to underaged persons, the ERO should hold enquiry and the person be asked to give documentary proof/evidence to the satisfaction of the ERO. If the person fails to give requisite proof of his age his/her name should be deleted.

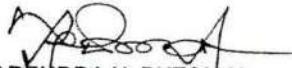
v. In disqualification cases relating to Section 16 of R.P.Act, 1950, the ERO can delete the name of concerned person forthwith as soon as the order is passed to this effect by the competent court/authority.

vi. In case of repeated entries, the verification must be done and name of the elector should be retained only at one place where he/she is found to be ordinarily residing and deleted from the other location. An intimation to this effect be sent to him/her. Form-7 should be taken from the concerned elector.

vii. In those cases where the cell phone number or email ID of the elector is known (is available in the database) an SMS or email or both should be sent to him informing him that the ERO intends to delete the name and also informing him of the date of hearing.

5. All the existing instructions of the Commission regarding putting polling station-wise application forms and intended suo-motu deletion cases with current status on CEOs website shall be followed strictly.
6. All the officers concerned may be informed accordingly.

Yours faithfully,


(NARENDRA N. BUTOLIA)
SECRETARY

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No. 23/Conf./2013-ERS

Dated: 17th June 2013

To,
The Chief Electoral Officers of
All States/Union Territories

Subject: **Guidelines to prevent duplicate entries in electoral rolls and errors in electoral rolls.**

Sir/Madam,

I am directed to state that the Commission, from time to time, has been issuing instructions on removing duplicate entries from the electoral rolls to achieve objective of clean and pure electoral rolls. While this exercise on de-duplication is going on, it is necessary to build in processes which will prevent duplicate entries being generated in the electoral rolls. The most important reason why duplicates are generated is that people migrate from one place to another and get their names included at the new place without deletion from the old place of enrolment. Another reason of the tendency is to have names enrolled at native place as well as the other place where the person is actually living. This is done for various reasons like property/heredity related issues or for the benefits of Govt. welfare schemes. It is necessary to look at the legal provisions for enrolment in electoral rolls to decide proper strategy and process for prevention of duplicate entries in the electoral rolls.

2. Legal Provisions-

- 2.1. Section 17 of ROP Act, 1950 provides that, no person shall be entitled to be registered in the electoral roll for more than one constituency.
- 2.2. Section 18 of ROP Act, 1950 provides that, no person shall be entitled to be registered in the electoral roll for any constituency more than once.
- 2.3. Section 19 of ROP Act, 1950 provides the conditions of registration, which are, age not less than eighteen years on the qualifying date and being ordinarily resident in the constituency.
- 2.4. Form-6 for inclusion of names in electoral rolls has a declaration in Part-IV as follows :-

IV. Declaration:

I hereby declare that to the best of my knowledge and belief: -

- (i) I am a citizen of India;
- (ii) (ii) I am ordinarily resident at the address given in para II above since(date, month, year)
- (iii) I have not applied for the inclusion of my name in the electoral roll for any other constituency;
- (iv) *My name has not already been included in the electoral roll for this or any other assembly constituency; Or

*My name may have been included in the electoral roll for _____
Constituency in _____ State in which I was ordinarily resident
earlier at the address mentioned below and if so, I request that the same may be
deleted from that electoral roll. Full Address (Earlier Place of ordinary residence)

Electors Photo Identity Card number (if issued) _____

Date of issue _____

Place: Date: _____ Signature or thumb
impression of the applicant Please give your mobile number /E-mail I.D
(Optional)/.....

- 2.5. The proviso to section 23 of the ROP 1950 provide that if the applicant is registered in the electoral roll of any other constituency, the ERO shall inform the ERO of that other constituency and that officer shall , on receipt of information, strike off the applicant's name from that roll

3. Process to be followed – In order to prevent duplicate entries in electoral rolls the following process must be followed: -

- 3.1. At the time of receipt of Form-6, the person receiving form-6 must verify that Part-IV of Form-6 is duly filled.
- 3.2. In those cases where Form-6 has been received without filling Part-IV, the BLO should be asked to visit the house of the elector and get Part- IV filled. If the cell phone number or email ID of the applicant is available, a message should be auto generated from ERMS module and be sent to him, that the Form-6 filled by him is incomplete. The applicant should be advised to fill up and submit a completed Form-6.
- 3.3. Part-IV should be made mandatory in on-line Form-6.
- 3.4. ERMS should provide that based on Part-IV of the Form-6, in those cases where the elector has declared that he is already enrolled in another constituency and has requested for deletion of his name from the place of earlier registration, a suo-moto form for deletion should be auto-generated in the dash boards of the concerned EROs, and a scanned copy of the Form-6 should also be sent electronically to the concerned ERO, so that the name can be deleted by the concerned ERO from the place of earlier registration. **There is no need to get a separate Form-7 filled by the elector.**
- 3.5. ERMS should also have validation checks at the time of approval of Form-6 by the ERO which should show a list of possible duplicates along with photographs to the ERO before approval of a fresh Form-6. The ERO should cross verify the photograph and if he finds on the basis of photo comparison that the name of the applicant already exists at some other place and he has filled a false declaration in Part-IV, the elector should be given an opportunity to correct the Part-IV. If the elector does not correct the Part-IV in spite of the opportunity given to him, actions under section 31 for giving false declaration should be initiated against him. The concerned EROs should take actions for suo-moto deletion under Rule 21A or Section 22 of the names of such elector from all places other than the place of his ordinary residence.

4. Preventing other errors in Electoral Rolls and EPIC:

- 4.1. There are several complaints that electoral rolls have many errors of spellings, wrong relationships, wrong age and date of birth, wrong gender etc. A software has been prepared by the ECI and given to CEOs to identify such possible errors and correct them after field verification by the BLOs. The Commission now feels that there should be a mechanism to prevent such errors in all fresh inclusions in the electoral rolls.
- 4.2. Validation checks should be put in the data entry forms and also in all on-line application forms to prevent certain types of errors like names being blank, females being shown to have a wife and males being shown to have husband, etc.
- 4.3. Some validation checks can be put to alert the data entry operators about the possibility of the error and allowing the entry to be made after cross checking by the BLOs with the applicants. These may be things like a huge age difference between the husband and wife etc. In such cases of doubts, the data entry operator should encircle such columns and not complete the data entry. After the doubtful entry is verified/ corrected, then only the data entry of form should be done.
- 4.4. There should be field provided in Form-6 for the applicant to give the address as he wants it to appear in the EPIC. EPIC software should be modified to ensure that the address in EPIC should appear in the manner given in this field. The field size can be fixed and the form should clearly specify the number of characters allowed.
- 4.5. In case of on-line as well as off-line forms, bilingual forms i.e. English and the vernacular, should be printed so that the elector can fill his form in both languages, and names etc. instead of being transliterated should be entered in the form in both languages separately by key punching.
- 4.6. In case of on-line Forms (Form-6, Form-8 and Form-8A), a preview of the EPIC should be shown after the form is completed and before it is finalized by the applicant. The applicant should have the facility to edit the Form-6 before finalizing it if he is not satisfied with the preview of EPIC.
- 4.7. In those cases where the applicant has given his cell phone number or email ID, a preview of his EPIC should be sent to him by SMS and email for verification before approval by ERO. Verification can be by a confirm SMS. In case the applicant wishes to change any detail in the EPIC he should have the option of correcting it on-line if he informs that he wishes to do so by a return SMS, or by giving an off-line corrected form to the BLO.

The above instructions may be brought to notice of all the officers concerned immediately for future compliance.

Yours faithfully,


(NARENDRA N. BUTOLIA)
SECRETARY



ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI - 110 001

No.23/1/2013-ERS/805 to 839

Dated: 11th December, 2013

To,

The Chief Electoral Officers
of all States and UTs

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

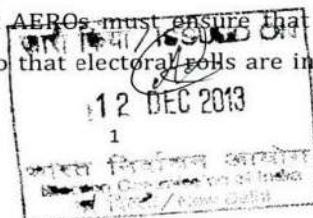
Ref: (i) Letter No.23/1/2013-ERS dated 05.02.2013
(ii) Letter No.485/Comp/ERMS/2013 dated 08.04.2013
(iii) Letter No.23/2013-ERS/Vol.III dated 11.04.2013, and
(iv) Letter No.23/Conf./2013-ERS dated 17.06.2013

Sir/Madam,

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

- (a) All eligible persons are enrolled.
- (b) No ineligible person is enrolled.
- (c) There are no duplicates (and wrongful deletions of eligible voters).
- (d) All entries are correct especially with reference to name, surname, relative's name and surname, date of birth, age, gender, photograph, etc. for every elector.

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





3. Identification of duplicates –

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

- (a) The Commission has also directed that data should be pooled for de-duplication in electoral roll across border State boundaries. For example, for NCT of Delhi, de-duplication must be done with data pooled from other regions in NCR including Noida, Ghaziabad, Faridabad, Gurgaon, etc. Similarly, de-duplication between urban and rural areas near big cities and metropolitan towns must also be done.
- (b) Once possible duplicates have been identified, these should be printed along with photographs one below the other. ERO should then compare the photographs visually to identify whether photographs match. If photographs match then the probability of the record being duplicated is very high.
- (c) All cases where photographs match must be verified by BLOs and if they are found to be real duplicates, the name of the person should be deleted from the place where he is no longer ordinarily resident by following the due process of law as per instructions contained in the Commission's Letter No.23/Conf./2013/ERS dated 17.06.2013.
- (d) In those cases where rolls are in different languages State boundaries, de-duplication may not be possible using software. In such cases, de-duplication of only border polling stations across State may be done by physical verification of electoral rolls at the level of ERO.

4. Prevention of creation of duplicates-

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

- a. Those CEOs who have provided online application facility on their website must combine such facility with elector search based on name and EPIC. The person filing up online Form 6/Form 6A should be prompted by the website to first search his name and ensure that his name is not already enrolled somewhere else. In case his name is already enrolled, he should be prompted to fill part IV of Form 6 indicating that he is already enrolled somewhere else and requesting the ERO for deletion of his name from the earlier place of enrollment.
- b. In online application facility filling of part IV of Form 6 must be made a mandatory field. The person filing up this form online should be required to clearly indicate in part IV whether he is applying for enrolment for the first time or he is already enrolled somewhere else. It should not be possible to submit the online form without filling this information. It should also be made clear in the online form that giving wrong information is violation of Sec.31 of R P Act, 1950 which is punishable with imprisonment for a term which may extend to one year, or with fine, or with both.
- c. In all cases where Form 6 is received on paper, the BLO must check whether part IV of Form 6 has been filled or not. If part IV of Form 6 is not filled, the BLO should get this part filled from the elector before receiving the Form 6. In case applicant refuses to fill part IV, the BLO will not accept the Form. In case ERO comes across Form 6 in which part IV is not filled, he shall get it filled from the elector with the help of BLO. If BLO is not successful in getting part IV filled, the Form shall be rejected summarily.
- d. In all such cases where part IV of Form 6 indicates that the elector is already enrolled in some other constituency or part, a photocopy of Form

6 should be sent to the concerned ERO for deletion of his name by following the process described in paragraph 5 below.

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

- i. In case the elector has indicated that he is already enrolled in another part of the same constituency, the declaration in Form 6 should be treated as Form 8A. ERO should delete his name from the part where he is no longer ordinarily resident and include his name in the part where he is ordinarily resident.
- ii. In all other cases a photocopy of the Form 6 shall be sent to the concerned ERO for deletion of his name from the earlier place of enrollment. For this purpose, every ERO shall maintain two registers. First will be register of Forms 6 (as per Format 'A' enclosed) sent to other EROs for deletion of name. Second will be the register of Forms 6 (as per Format 'B' enclosed) which have been received from other EROs for deletion of name. When an ERO receives Form 6 in which part IV indicates that the elector is enrolled in some other constituency he shall make an entry of this Form 6 in the register in Format A. He shall then make a photocopy of this Form 6 and send it by courier with acknowledgement due to the concerned ERO. Photocopies to be sent to other EROs should be collected for a week. Separate weekly bundles should be made for each concerned ERO to whom these photocopies have to be sent and these bundles should be couriered to the concerned ERO. Thus the courier is not required to be sent on daily basis but on weekly basis. After acknowledgement of receipt is received from the concerned ERO the acknowledgement shall be pasted against the relevant entry in the register. When an ERO receives Form 6 from another ERO in which deletion of name has been requested in part IV by the elector, he shall make entry in the register in Format B and shall delete the name of the concerned elector after following due process

of law. Thereafter, he shall send information to the concerned ERO of having deleted the name of the elector. The concerned ERO on receiving this information shall make an entry to that effect in the register in the Format A.

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

6. Prevention of creation of new errors -

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

- a) Filing up of online forms for inclusion and modification should be encouraged. All CEOs must provide online form filing facility on their websites.
- b) Utmost care must be taken in data entry of forms received on paper. Once the data entry has been done a manuscript should be printed. Proof reading of manuscript should be done to ensure that there are no key punching errors.
- c) In case the elector has given his mobile number or email id, the proposed entry which is going to be made in the electoral roll should be sent to him as SMS and email with the request that the elector should confirm within three days whether the entry is correct or not. If the elector points out any errors in the entry, those should be corrected. If elector does not point out any correction within three days, it shall be assumed that the elector has nothing to point out. The SMS/ email sent to the applicant shall contain the telephone number of ERO's office on which the applicant can make call to point out errors.

7. Prevention of wrong deletions-

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

- a) Polling station wise list of claims and objections should be put on the website of the CEOs according to the directions contained in the Commission's letter no.22/2/2012-ERS dated 28.09.2012. This list should have a drill down to the original application form without photographs. CEOs must ensure that photographs of electors are not visible on the website.
- b) No deletion should be done without following due process of law as contained in the R P Act, 1950 and the Registration of Electors Rules, 1960. In all cases a notice must be issued to the elector and must be duly served on him. In cases where the elector is not found living at the address in the electoral roll due service of notice must be done by affixation on the wall in the presence of at least 2 witnesses whose signatures should be obtained on a copy of notice and kept in the file by the ERO. Only in the case of death, a death certificate or a statement of relatives, friends or neighbors can be accepted in lieu of the proof of due service of notice.
- c) After the final publication of rolls has been made, no suo moto deletion shall be done in an election year. Deletion can be done only on the basis of Form 7 or on the basis of a request of deletion made by the concerned elector in part IV of Form 6.
- d) Special care must be taken for deletion of names of persons who have already been issued EPIC. Whenever the ERO/AERO is making deletion whether suo moto or on application, he must check

whether the entry in the electoral roll for that elector has a photograph or an EPIC number. In case the entry has a photograph or an EPIC number the following procedure should be followed:-

- I. In case of deletion due to death, the ERO should satisfy himself about the fact of death of the elector by re-verifying the evidence.
- II. In case of deletion because of duplicate entry, the ERO must make a certification in the concerned file in his own hand that he has verified and is satisfied that this entry is a duplicate entry.
- III. Whenever any entry is deleted from the electoral roll a SMS and email should be sent to the concerned elector if his mobile phone or email is available in the electoral database.

8. **Further safeguards against wrong deletions -**

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

- I. If any deletion has to be made in the electoral rolls after the final publication of rolls at the end of current summary revision, the ERO shall consult the District Election Officer before making any such deletion. The DEO shall monitor all additions, deletions and modifications from the date of final publication of electoral rolls onwards. In case deletions required in any Assembly constituency are more than 0.1 % of the number of electors in the finally published rolls, the DEO shall take the approval of the CEO before allowing such deletions to the ERO.
- II. The ERO shall maintain a daily monitoring register (as per Format 'D' enclosed) of all application forms received in

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

- III. No deletion or modification of entries in the electoral rolls shall be done by the ERO either suo moto or on the basis of forms received after the announcement of elections by the Election Commission. If it becomes necessary to delete or modify certain entries after the announcement of elections, the ERO shall make a reference to the Commission through the DEO and CEO and the Commission shall take an appropriate decision in the matter.
- IV. Since no deletion or modification shall be done in the electoral roll after ten days of announcement of elections without prior approval of the Commission, the deletion and modification supplementary along with the mother roll reflecting the changes carried out in these supplementaries can be printed immediately after the tenth day of announcement of election has been made by the Commission. The deletion and modification supplementary and the mother rolls so printed shall be put on the website of the CEO as a PDF. Since the First supplementary will be printed at the time of final publication of electoral rolls at the end of summary

revision, the supplementary printed immediately after announcement of elections will be supplementary 2. It may be noted that inclusions of names will carry on till the last date of filing of nominations, therefore, the inclusion supplementary shall be printed only after the last date of filing of nominations is over. It may also be noted that no changes are reflected in the mother roll as a result of the inclusions supplementary, therefore, printing of mother roll, deletion and modification supplementary shall not be affected by entries by the inclusion supplementary.

- V. The mother roll, modification and deletion supplementaries should be printed and kept ready. As soon as the inclusion supplementary is printed after the last date of filing nominations and certainly within 3 days of last date of withdrawal of candidatures, the mother roll along with the modification, deletion and inclusion supplementaries should be given to the contesting candidates. Only in those polling stations where deletions and modifications have been made subsequent to the announcement of elections on the directions of Election Commission, the deletion and modification supplementaries and the mother roll reflecting the changes contained therein will have to be reprinted. In case these are printed they will be supplementary 3.
- VI. Three master copies of the complete electoral roll with deletion, modification and addition supplementaries and the mother roll reflecting changes in these supplementaries should be prepared. The ERO/AERO shall put his signature on each page of these master copies. One master copy shall be kept in the custody of DEO, second master copy in the custody of the ERO and third in the custody of RO. Contesting candidates shall be allowed to inspect these master copies at any time and compare them with the copies

of the electoral rolls given to them. This shall ensure that the copies of the electoral roll given to the candidates are identical with the marked copy of the electoral roll given to the Presiding Officer with the exception of PB, EDC mark on them. This will also ensure that no hand stamping of mother roll for deleted or modified entries will be required.

9. Record keeping-

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

- a. Case register (as per Format 'C' enclosed) should be maintained for all forms received by the ERO/AERO. Every ERO/AERO shall maintain a separate case register. The case register shall include the details of the applicant, date of receipt of application form, the report of inquiry officer, if any, the dates of hearing, if any and gist of the final order passed by the ERO.
- b. Every application form should be registered in the case register. All documents, notices, statements and other evidence with respect to that application should be kept with it. ERO may pass the order on the application form itself. In case longer order is required to be passed, it should be passed on separate sheet which shall also be kept alongwith application. All applications and other documents including the order of the ERO with respect to one polling station shall be bound in the form of booklet and kept as record of the case as per Rule 30 of Registration of Electors Rules, 1930.
- c. The ERO shall pass the proper order with respect to each Form. Order shall be communicated in writing to the

- applicant and proof of due service of order on the application should also be kept in record.
- d. Only after the proper order has been passed by the ERO/AERO, and placed in the file changes will be carried out in the electoral database.
 - e. If an appeal is filed before the appellate authority the original file shall be called from the ERO/AERO so that the reasons for the ERO's orders are available to the appellate authority while disposing of the case.
 - f. The ERO/AERO should remember that every order must be a speaking order giving clear reasons for arriving at the decision.

10. Data Security and accountability-

The Commission has from time to time given instructions that electoral database shall be kept in the custody of the CEO in one or more servers. The server should be kept in data centres with proper fire wall and data security. The Commission has also issued instructions from time to time that only EROs/AEROs should have “Write” permission on the electoral database and this “write” permission should be only on the basis of the “digital signature” of the concerned ERO/AERO. This policy of the Commission must be implemented strictly. A date and time stamp and complete audit trail of all transactions on database must be maintained. No record shall be physically deleted from the database. Deletions shall be only through deletion flags so that in the event of a complaint the audit trail shall be available and full enquiries can reveal the identity of the person who made any change in the database. Nobody except authorized Database Administrator should have access to the backend of the database. CEOs should also ensure that the entire database is replicated at a disaster management site at a different location.

11. Provision of manpower and infrastructure to DEOs and EROs.

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

- (i) At least one computer programmer and two data entry operators in the office of DEO. At least two computers with broadband internet connectivity in the office of each DEO.
- (ii) At least one computer programmer and two data entry operators, with at least broadband internet connectivity in the office of each ERO and each AERO.
- (iii) Once elections are announced and tasks related to conduct of elections begin, the manpower and infrastructure in the office of ERO and AERO can be transferred to the office of RO and ARO respectively.
- (iv) The manpower may be recruited immediately, if necessary, on contract. However, the contract should be at least till the end of June, 2014.
- (v) The computer hardware may also be provided immediately, if necessary on rent, but it should be at least till the end of June, 2014.

12. Supervision and inspection –

The Commission is concerned about the quality of record keeping and disposals by EROs and AEROs. The Commission has, therefore, directed that a proper mechanism of supervision and inspections should be evolved. It is hereby directed that the office of AEROs shall be inspected at least once in six months by the ERO. The office of ERO shall be inspected at least once a year by the DEO. Office of DEO shall be inspected at least once a year by either the Divisional Commissioner or the CEO. Ideally this inspection should be done during the process of revision. The inspecting officers should satisfy themselves that all

instructions of the Commission are being fully implemented. Inspecting officers should prepare an inspection note and send it to the next higher officer for information. A copy of the inspection note should also be given to the inspected officer for giving his compliance report on shortcomings found during the inspection. A copy of the compliance note of the inspected officer should also be sent to the officer superior to the inspecting officer for information.

13. Monitoring -

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

- i. Format 1-8 for statistical analysis of the health of electoral rolls must be prepared at the time of draft publication of electoral rolls and also at the end of the summary revision before seeking permission for final publication. These formats should be prepared part wise by the ERO. The DEO must examine the part wise format 1-8 to understand the implication on the health of electoral rolls part wise. The DEO should then compile Format 1-8 and send it to the CEO who should make the analysis of health of electoral rolls AC wise. The CEO should forward these formats assembly constituency wise to the concerned Zonal Secretary of the Election Commission along with his comments. The CEO should simultaneously start remedial action, if required. The Zonal Secretary of the Election Commission should examine the formats sent to him and submit it to the Commission through the Electoral Roll Division for information or any corrective action required.
- ii. A daily monitoring system should be put in place from the date of final publication of electoral rolls for the year 2014 till the date of the poll for Lok Sabha Elections. Report should be prepared in the enclosed Format 'D'. Data entry for these reports must be done assembly constituency wise by the ERO/DEO on the web application prepared by the Election Commission of India. DEOs and the CEOs

must monitor these reports on a daily basis and if they find that any large scale additions, deletions or modifications are being made in any assembly constituency or any addition, deletion, modification is being made after the date permitted by Election Commission of India, they should immediately take action under intimation to the Commission. A daily monitoring report (as per Format 'E' enclosed) should be prepared by the CEO on the basis of AC-wise daily monitoring reports prepared by EROs and furnished to the Commission for its information.

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

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

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

Yours faithfully,

O/C


(NARENDRA N BUTOLIA)
SECRETARY

Format 'A'

(Register of request of deletions on the basis of part IV of Form 6 sent to other EROs)

Name of the Assembly Constituency where Form 6 is received _____

Sl. No.	Name of the part in which the name of applicant is to be added	Name of AC from where name of applicant is to be deleted	Date on which copy of Form 6 sent to concerned ERO for deletion from roll of his AC	Date of acknowledgment received from concerned ERO (A copy of acknowledgment should be pasted here)	Date of intimation of deletion received from concerned ERO
1.					
2.					
3.					
4.					
5.					
6.					

Format 'B'

(Register of requests of deletions on the basis of part IV of Form 6 received from other EROs)

Name of the Assembly Constituency _____

Sl. No.	Name of the applicant	No. & name of AC where the applicant has applied for enrollment and from where request for deletion has been received	Date on which copy of Form-6 received from concerned ERO	Serial number and part number from where name was deleted	Date of deletion	Date on which acknowledgment sent to concerned ERO	Date on which intimation regarding deletion sent to concerned ERO
1.							
2.							
3.							
4.							
5.							
6.							

Format 'C'

Case register

Form - 6

Sl. No.	File no. of case	Name of applicant	Date of receipt of form	Report of enquiry, if held	Date of hearing, if any	Gist of order	Date on which intimation sent to applicant
1.							
2.							
3.							
4.							
5.							
6.							

* Separate sections for each Form should be maintained

Format 'C'

Case register

Form - 6

Sl. No.	File no. of case	Name of applicant	Date of receipt of form	Report of enquiry, if held	Date of hearing, if any	Gist of final order	Date on which intimation sent to applicant
1.							
2.							
3.							
4.							
5.							
6.							

* Separate sections for each Form should be maintained

Format 'C'

Case register

Form – 6-A

Sl. No.	File no. of case	Name of applicant	Date of receipt of form	Report of enquiry, if held	Date of hearing, if any	Gist of order	final	Date on which intimation sent to applicant
1.								
2.								
3.								
4.								
5.								
6.								

* Separate sections for each Form should be maintained

Format 'C'

Case register

Form - 7

Sl. No.	File no. of case	Name of applicant	Date of receipt of form	Report of enquiry, if held	Date of hearing, if any	Gist of final order	Date on which intimation sent to applicant
1.							
2.							
3.							
4.							
5.							
6.							

* Separate sections for each Form should be maintained

Format 'C'

Case register

Form - 8

Sl. No.	File no. of case	Name of applicant	Date of receipt of form	Report of enquiry, if held	Date of hearing, if any	Gist of order	Date on which intimation sent to applicant
1.							
2.							
3.							
4.							
5.							
6.							

* Separate sections for each Form should be maintained

Format 'C'

Case register

Form – 8-A

Sl. No.	File no. of case	Name of applicant	Date of receipt of form	Report of enquiry, if filed	Date of hearing, if any	Gist of order	Date on which intimation sent to applicant
1.							
2.							
3.							
4.							
5.							
6.							

* Separate sections for each Form should be maintained

Format 'A'

(Register of request of deletions on the basis of part IV of Form 6 sent to other EROs)

Name of the Assembly Constituency where Form 6 is received _____

Sl. No.	Name of the part in which the name of applicant is to be added	Name of AC from where name of applicant is to be deleted	Date on which copy of Form 6 sent to concerned ERO for deletion from roll of his AC	Date of acknowledgment received from concerned ERO (A copy of acknowledgment should be pasted here)	Date of intimation of deletion received from concerned ERO
1.					
2.					
3.					
4.					
5.					
6.					

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI - 110 001

No.23/1/2013-ERS-Vol.III

Dated: 13th February, 2014

To,

The Chief Electoral Officers
of all States and UTs

Sub: Instructions given by the Commission in CEOs Conference on 10th February 2014 with respect to electoral rolls.

Sir/Madam,

I am directed to state that the Commission has given certain instructions with respect to electoral rolls in the CEOs' Conference held in Commission's Headquarters on 10th February, 2014. These instructions are as follows:-

1. Instructions to ensure that EPIC holders are not deprived of their right to vote because of wrong deletion from electoral rolls:-

The Commission has received complaints from time to time that some EPIC holders have not been able to cast their votes in previous elections because of wrongful deletions of names from electoral rolls. The Commission has issued detailed instructions for taking action to prevent such occurrence vide its letter No.23/1/2014-ERS dated 21st January, 2014 copy of which is enclosed for ready reference. The Commission has directed that these instructions should be fully complied with. Commission has also directed that a day shall be fixed for holding camps. Camps shall be held in each polling station to allow electors to check whether their names have been wrongfully deleted. The date of each such camp will be announced by the Commission when it makes the announcement of the election schedule for the forthcoming Parliament elections. CEOs and DEOs shall also make an announcement of the date of camps in their own press conferences after the announcement is made by the Commission. It should be noted that camps shall be held at all polling stations on the same day as announced by the Commission. Wide publicity will be given through all media channels and also by beat of drums. On the day of the camp, entire electoral roll of the polling station

including inclusion, modification and deletion supplements published on the date of final publication of electoral rolls after summary revision 2014 shall be pasted on the wall of the polling station so that voters can easily check their names in the electoral rolls. The roll shall also be read out publically by the BLO on that date. Electors will be told that if their name is not in the electoral roll or has been wrongly deleted, they should immediately fill a Form 6 and give it to the BLO at the polling station itself. Copies of Form 6 should be kept in adequate number at each polling station for this purpose. Camps shall be organised at the same scale at which they were organised on the occasion of National Voters Day.

2. Ensuring compliance of instructions contained in the Commission's letter No. 23/1/2013 dated 11th December, 2013.

The Commission has directed that provision should be made in the ERMS software to ensure that instructions contained in the 11th December 2013 letter referred to above are fully complied with. Thus, no suo motu deletion shall be possible in ERMS after final publication of electoral rolls. Similarly, ERMS should provide that ERO must take approval of the DEO before making any deletion after final publication till the date of announcement. Similarly, in case of deletions, more than 0.1 % approval of CEO should be necessary. ERMS should also provide that subsequent to the announcement of the elections by Election Commission, deletions and modifications should take place only after approval of the Commission.

3. Provision of easy check for verified possible duplicates and verified possible errors-

All States have run the de-duplication error finding software on electoral rolls after finding possible duplicates and possible errors. Field verification by BLOs has been done and actual errors corrected and actual duplicates deleted. A point has been raised that if someone else runs de-duplication software once again, records which have already been verified by the BLOs may be once again thrown incorrectly as possible errors and possible duplicates. In order to

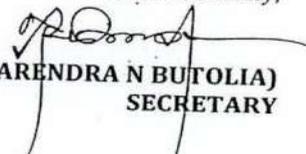
prevent this from happening, Commission has directed that provision should be made in the ERMS software to flag all the errors which have already been verified by the BLOs in field verification so that even if these errors are thrown up wrongly as possible duplicates and possible errors, it shall be clear from a print out that these have already been verified by the BLOs and have been found to be cases of genuine enrolment.

4. Ensure that the website of CEOs work at the time of elections

CEOs should call a meeting with the in charge of NIC at the State level and draw up a plan of action so that enough servers and infrastructure are available to the CEOs at the time of elections to ensure that the CEO's website works well during elections.

5. Changes in the ERMS shall be made centrally by the Election Commission of India and will be made available to the States which are using ECI ERMS. States which are using their own ERMS must make similar changes in their ERMS immediately.

Yours faithfully,


(NARENDRA N BUTOLIA)
SECRETARY

By e-mail/Speed Post ✓

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No. 22/2/INST/ECI/FUNC/ERD/ER/2017

Dated: 10th January, 2017

To

The Chief Electoral Officers of
All States and Union Territories
(Except Goa, Manipur, Punjab, Uttarakhand and Uttar Pradesh).

Subject: Integration, carrying out corrections, printing and sharing of second supplement of electoral rolls before the polls – Regarding

Reference: (A) The Commission's letter No. 22/2/2008-PLN-II, dated 8th August, 2008 containing instructions about reprinting of Mother Roll to reflect the changes in the supplement and for carrying out changes in the Mother Roll manually in the second supplement before the polls.

(B) The Commission's letter No. 22/2/2012/ERS-II, dated 15th January, 2012 regarding integration carrying out correction, printing and sharing of photo rolls with political parties and contesting candidates, and

(C) The Commission's letter No. 464/Inst./EPS/2013, dated 26th October, 2013 forwarding a copy of the Commission's letter No. 22/2/2012/ERS-II, dated 15th January, 2012

Sir/Madam,

I am directed to state that as per the instructions, *vide* the Commission's letters cited above, during an election the mother roll (basic roll), at the time of final publication of electoral rolls after a summary revision, should also be printed again to reflect changes in the electoral rolls which are printed in the supplement. In the mother roll the word **DELETED** is printed diagonally across the entry box containing details of electors which is deleted. The reason for deletion is indicated by the letter "E" for expired, "S" for shifted and "R" for repeated etc. In case of modification, a "(#)" sign is printed against the entry in the Mother Roll. The Commission had also directed that when supplement is printed after the period of continuous updation is over after the last date of filing of nominations in case of a poll, these changes should be made by hand in the Mother Roll for the purpose of preparing the Marked Copy of the electoral roll, and letter should be given to all the candidates, that they should make these

changes by hand themselves in the copies of the roll given to them on the basis of the supplement.

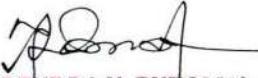
It has, however, been the experience of the Commission that candidates often do not carry out the changes by hand and the Commission gets complaints that the copy of the electoral rolls given to the Presiding Officers for poll is different from the copy of the electoral roll given to the candidates.

Having considered the matter, the Commission has directed that Mother Roll shall also be printed along with all supplements, using the software provided for this purpose, at the end of the period of continuous updating after the last date of nominations is over, so that there should be no need to make any corrections in the electoral roll by hand. A copy of this electoral roll with the Mother Roll and supplements printed by software shall be given free of cost to contesting candidates of recognized political parties and will also be made available for sale by the ERO to other persons. The same copy shall also be used for preparation of the Marked Copy of electoral rolls to be used in polls.

It may be noted that the time available for re-printing of electoral roll after last date of nominations is short; therefore all arrangements for printing quickly should be made in advance. Printing can be done in a decentralized manner as well if the pdfs to be printed are generated by the software. Printing of electoral roll may be required only for those polling stations where there have been changes in the roll during the period of continuous updating and supplement is being printed after the last date of filing of nominations. Printing of the rolls again shall not be necessary for those polling stations where no change has taken place in the electoral roll and no supplement is being printed.

These instructions may be brought to the notice of all concerned including DEOs, ROs, Political Parties, Candidates and Observers, especially when an election is announced. A compliance report indicating the arrangements made for printing the electoral roll quickly after the last date of nominations may please be sent to the Commission at the earliest.

Yours faithfully,


(NARENDRA N. BUTOLIA)
SECRETARY

By e-mail/speed post/camp bag

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

No.22/2/2008-PLN-II

Dated 8th August, 2008.

To

The Chief Electoral Officers of
all States and Union Territories.

Subject:- Integration, carrying out corrections, printing and sharing of photo-rolls with political parties and contesting candidates.

Sir,

As per the Commission's existing policy, all the supplements to the mother roll should be integrated and consolidated every year before draft publication so that there is no supplement at the time of draft publication. Thereafter, only one supplement is appended to the draft roll at the time of final publication to list out Additions, Deletions and Corrections allowed after draft publication of roll and before final publication of roll. (Another supplement of continuous updation, wherever necessary, is appended for conduct of poll). A bare minimum of copies of draft electoral roll are printed and the basic roll (draft roll) is again reprinted at the time of final publication in order to mark all the deletions through computer-generated horizontal strike-through (in case of text rolls) of the deleted entry(ies). In case of photo-rolls, the word "D E L E T E D" is superimposed diagonally (again computer-generated) on the elector detail box concerned. Similarly, all corrections appearing in the supplement are carried out in the reprinted basic roll (draft roll) at the time of final publication. A hash sign (#) is also prefixed before the serial number of the entry corrected and 'E' 'S' 'R' 'Q' or 'M' letter is prefixed to each deletion to denote the reasons of deletions.

The electoral roll in most of the States/UTs is now being printed in the revised format with photograph of electors (Photo-Rolls). Multiple copies of the photo electoral roll can only be laser printed or made through digital photocopier as quality copies cannot be made by photocopying with normal photocopier machines. The printing of these new

photo-rolls has thus become time consuming and expensive. In an election year, it would not be possible to supply one complete set of reprinted electoral roll to the candidates of recognised political parties within 3 days of withdrawal.

Keeping the above practical difficulties in case of photo electoral rolls in mind, the Commission has reviewed its existing instructions for photo electoral rolls and has decided the following:

On Integration of Roll and Its Supplements before Draft Publication:

1. It would not be necessary to integrate all the supplements of an existing photo-electoral roll before publication as draft electoral roll each year, unless specified by the ECI in its revision order. In non-election years, the basic roll from previous years along with all its supplements from previous years should be published together, without integration, as the draft roll, unless there is a specific direction of the Commission in which case the direction of the Commission shall be scrupulously followed.
2. However, in an election year when general election to the State Assembly or the Parliament is due, the existing photo-electoral roll with all its supplements shall first be integrated into one roll and then published as the draft roll.

On Reprinting and Marking of Amendments Arising Out of Supplements in Mother Roll (Draft Roll):

3. Similarly, in a non-election year, the final roll will be in the form of the mother (published as draft) roll with an additional supplement of additions, deletions and corrections - without any of the changes indicated in the mother roll. The political parties shall be asked, in writing while supplying copies of final roll, to make necessary markings to indicate the deletions and corrections, if any, in the additional supplements.
4. As against this, in an election year, at the time of final publication, the basic mother (integrated draft) roll shall be reprinted. The reprinted mother roll shall remain the same as was published except in the following three manners -
 - (i) the word “D E L E T E D” shall be superimposed diagonally (computer-generated) on the elector detail box concerned to indicate that the entry has been deleted in the Supplement. In the Supplement, the alphabets, ‘E’ ‘S’ ‘Q’ ‘R’ or ‘M’ shall be pre-

fixed against serial number of each deleted entry to denote the reason for deletion.)

- (ii) Secondly, a hash (#) sign shall be prefixed before serial number of the entry corrected to indicate that the entry has been corrected in the supplement but no correction actually should be carried out in the draft (mother) roll.
- (iii) **Similarly, photographs of electors corrected in the supplement of corrections will not be added/changed/corrected in the reprinted mother roll.** Photograph of an already registered elector received/captured subsequently, or corrected or replaced should be listed in the 'correction' list and retained therein. Such photographs should not be inserted in the reprinted mother roll while reflecting all other corrections. Instead, in the reprinted mother roll, in the space provided for photograph, the words "Photo as in Correction List" in bold should be printed. These words should be stamped / imprinted over an existing photograph in case the existing photograph was wrong or needs to be changed due to any other reason.

On Sharing the Copies of Electoral Roll with Political Parties:

5. Two copies of the electoral roll - one printed copy and another soft copy in PS-CD ROM - shall be supplied to the recognised political parties, free of cost, immediately at the time of draft publication as well as the final publication. While the hard (printed) copy shall have the electors' photographs, the soft copy of the roll shall be supplied without images of the electors.
6. Complete set of the full roll in force should be shared. It means rolls inclusive of the last part of the roll for an assembly constituency (Service Voters) as available at the time of final publication of other parts of the rolls.
7. Whenever any Supplement of Continuous Updation is brought out for conduct of poli, copies thereof should be supplied, free of cost, to the recognised

political parties. It is clarified that in such cases it is not, repeat, **not necessary** to supply again a complete set of electoral roll.

8. Whenever copies of photo-electoral roll are supplied to the political parties or candidates of recognised political parties in a non-election year, they should be informed in writing to mark the deletions (and corrections) in the supplements by hand in the mother roll and previous supplements.

Steps to ensure that Photo-Electoral Roll Supplied to Political Parties and the Copy Set Apart for Markings (For Use in Conduct of Poll) are Identical:

9. In an election year, there shall be one integrated draft roll; one supplement (of final publication); and another supplement of continuous updation upto the last date for making nominations appended to final publication.
10. The ERO shall supply one authenticated copy of the complete roll at each stage of publication alongwith PDF version thereof, to the DEO and the RO in a sealed cover, which shall be the reference copy in case of any dispute. The DEOs/ROs shall preserve the sealed copy of the electoral roll.
11. Besides, the ERO shall give a few more copies and a CD of the roll in printable form to the DEO/RO for making as many copies as may be necessary (for use in election).
12. It shall be the responsibility of the RO to reflect all the deletions and corrections, if any, appearing in the Supplements.
13. At supplement 1 stage (final publication) the roll is computer generated and all deletions/corrections are software generated. The RO shall share this computer generated roll with political parties. It shall be same, and therefore, identical to the final reprinted roll with supplement 1.
14. At the 2nd supplement stage, which is the last day of nomination, it would not be possible to generate a reprinted mother roll with all deletions struck-through and changes indicated in the reprinted mother roll. The deletions in 2nd supplementary therefore shall be marked by hand through a rubber stamp  with 'E' 'S' 'R' 'Q' or 'M' written with red ink to indicate the reason.

15. Similarly, all corrections in supplement 2 shall be indicated by putting a (#) sign by hand in red ink on the entry(ies) corrected just after the name of the elector concerned. In case of corrections/addition of a photograph, the photo-box in the mother roll should be hand written in red ink with "Photo as in Correction List".
16. For authentication of the stamping/hand markings, the official entrusted to reflect the deletions/corrections of Supplements should put his/her signatures by the side of each and every relevant elector box without fail.
17. The Returning Officer shall maintain a register showing names and designations of officials authorised to mark the above stated deletions and corrections of Supplement No. 2. Not more than 2 officers should be authorized to do the work per AC.
18. The RO / ARO shall give a Certificate, as provided in the enclosed format, about the correctness of the copies of the roll. The certificate shall be signed in ink by the RO/ARO and attached on the top of the copy of the roll to be set apart for markings (like PB, EDC).
19. RO will supply one such complete copy of the electoral roll to the contesting candidates of every recognised political party in the State within 3 days after the last date of withdrawal of candidatures. They should be asked in writing to mark the deletions and corrections in Supplement No.2 by hand.

The above revised instructions shall be brought to the notice of all concerned for strict compliance. This supercedes all previous instructions on the subject.

Yours faithfully,

(Ashish Chakraborty)
Under Secretary

Certificate

(Refer Para 18 of the instructions)

This is to certify that the electoral roll of part No. of Assembly Constituency contains total ___ numbers of pages (From 1 to ___). The deletions in the 2nd supplementary of the roll resulting from continuous updation after final publication of rolls have been indicated by putting a rubber stamp on the original entry in final rolls and corrections have been indicated by putting a "#" sign on the original entry by _____ (name & designation of the employee authorised to be indicated).

- A total of _____ number of entries have been deleted;
- A total of _____ number of entries have been corrected;

This is the authentic copy of the electoral roll and in case of any discrepancy, whatsoever, this electoral roll shall prevail.

Place:
Date :

Signature & Seal of
the Returning Officer/Asstt. Returning Officer

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN
ASHOKA ROAD
NEW DELHI

File No. 233/2011/RS-II

Dated 15th January 2012

The Chief Electoral Officers
Of all States

Subject: Integration carrying out correction, printing and sharing of photo rolls
with political parties and contesting candidate.

I am directed to refer to Commission's instructions issued vide letter No. 233/2008/PI/N-II dated 8th August, addressed to all CEOs on the above matter, wherein I was inter alia instructed that the Returning Officer will supply one complete copy of the electoral roll to contesting candidate of every recognized political parties in the state within 3 days after the last date of withdrawal of candidatures. Further political parties should be asked in writing to mark deletions and corrections of supplement 2 by hand.

Recently, complaints have been received from various political parties that there is a variation in the marked copy of the electoral roll with the copies of electoral and supplement provided to the candidates of recognized political parties.

On the basis complaints received the Commission has reviewed the matter and has directed that

Consequently to avoid any discrepancy, the Returning Officers will themselves incorporate the addition and deletions of supplement 2 by hand in the copy of the electoral roll and supply one such copy of

electoral roll within 7 days after the last date of withdrawal of candidatures to the candidate of recognized political parties.

(2) One copy shall be kept with Returning Officers/District Election Officers for inspection.

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

Yours faithfully

Sd/-

(R.K.Srivastava)
Pr. Secretary

3. 2. 1. 26/10/2013

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ELECTION COMMISSION OF INDIA

RAJAGAN SADAN, ASHOKA ROAD, NEW DELHI-110001

Regd. No. PS/2013 / 242. 12 246

Date: 26th Oct, 2013

The Chief Electoral Officer

- 1. Chhattisgarh
- 2. Rajasthan
- 3. Madhya Pradesh
- 4. Mizoram
- 5. Delhi

Integration carrying out correction, printing and sharing of photo rolls with political parties and contesting candidate.

I am directed to state that a copy of the Commissions' letter no. 22/2/2012/ERS-II dated 15th January, 2012 on the subject cited was circulated to the Chief Electoral Officers of all States/UTs.

During the visit of the Commission to various states it was brought to the notice of the Commission that some of the States have not received the instructions referred to above. In view of this as desired by the Commission a copy of letter no. 22/2/2012/ERS-II dated 15th January, 2012 is forwarded herewith for ensuring strict compliance.

Yours Faithfully

Sumit Mukherjee

(Secretary)

ISSUED ON
26 OCT 2013
Election Commission of India
-110001, New Delhi

New IT Applications To Be Used For Forthcoming General Elections:

(a) SAMADHAN: Public Grievance Redressal and Monitoring System

A comprehensive, robust and reliable Public Grievance Redress System has been developed by the Election Commission to provide a common platform for all complaints, grievances, concerns and suggestions lodged by any member of the public, including our various stakeholders like political parties, candidates, civil society groups etc. A citizen has the multi-modal facility to lodge any election-related complaint via bouquet of channels/sources like Website, Email, letter, fax, SMS, Call-centre (Call-center Number is “1950”) etc. A Mobile App shall also be made available for the people, so that they can submit complaints with photographs/videos on the common platform.

(b) SUVIDHA: Single Window Permission System

A single window system for giving election-related permissions/clearances within 24 hours has been created. In this system, Candidates and Political Parties can apply for permissions for Meetings, Rallies, vehicles, temporary election office, loudspeakers etc at a single location, where back-end convergence of various authorities/departments has been done. This system is put in place at every RO level in each sub-division which will provide for applying, processing, granting and monitoring permissions in a synergistic manner. However, in case of permissions for Helicopter usage/landing and use of helipads, the application shall have to be submitted at least 36 hours in advance.

(c) SUGAM: Vehicle Management System:

It is an IT-based Vehicle Management System with the facility of issuance of requisition letters for vehicles, capturing of vehicle details with address, mobile number and bank details of owner and driver, transfer of vehicles from one district to another district etc.

(d) Webcasting/CCTVs at Polling Stations:

Webcasting at identified critical polling stations for LIVE monitoring of election process, to keep a check on illegal activities such as booth capturing, money distribution and bogus voting and to bring about complete transparency in the voting process shall be undertaken. Further, during the election process, CCTV monitoring and webcasting shall also be done at various border check-posts, check-nakas and other sensitive and critical locations across the constituencies to keep a strict vigil on any nefarious activities designed to vitiate the electoral process.

(e) Polling/Police Personnel Deployment System:

This application will be used for creating database of police/polling personnel, generation of command/appointment letters, sending SMS regarding deputation/training, tagging of patrolling party with force, generation of application for postal ballot, formation of polling party/police party after randomization, for sending polling personnel/police force from one district to another district etc.

(f) E-Payment :

The Commission has directed to the Chief Electoral Officer of Gujarat to make Payments through e-payment gateway for (i) Timely Payment for all the Civilian Officials/Police Officials deployed for “Election Duties” (ii) Timely Payment to all the Owners of the Vehicles which are Requisitioned for Election Purpose , (iii) Timely Payment for all the Vendors who provide Goods and Services for Election related Duties in all the Assembly Constituencies.

(g) Voter Centric Information Dissemination Initiatives:

It is the constant endeavour of the Commission to facilitate the voters across the country in accessing the multifarious election-related services and information. As part of this vision, an SMS-based search facility and Voter Friendly Interactive Website has already been launched and successfully working.

RONET:

RONET is ECI new IT application providing online decision support system for Chief Electoral officer / District Election Officer / Returning Officer for better Election Management.

RONET is a specialised MIS Decision Support System Software which provides Chief Electoral Officer (CEO), District Election Officer (DEO) and Returning Officer (RO) with the necessary information for making efficient, time-bound & intelligent decisions during the critical election process. RONET generates information in such a form that Election Officer understands and at a time when such a piece of information is needed and place the information under their direct control.

RONET provides updated information to CEO / DEO / RO about Polling staff deployment, Electronic Voting Machine (EVM) / Voter Verifiable Paper Audit Trail (VVPAT) deployment and host of other infrastructure and inventory details like Person with Disability database, Dispatch and Collection centre, Counting Centre, Polling Station, Critical Polling Booths, Webcasting of elections etc. The details of

the observers deployed in the constituency along with the contact details are available to RO/ DEO in the dashboard and also in the mobile. Suvidha, Sugam and Samadhan are all viewable from within RONET.

RONET can process payments to Election Duty Staff, vendors and for the hired election vehicles electronically and ePayment would be made to polling staff Police Officers, vendors and the vehicle owners whose vehicles are being used for the election purpose. To ensure seamless ePayments RONET has been connected with State Treasury Application.

Through this application, the contesting candidates can directly apply for permissions and in-turn the RO can view the permission requests in the RONET. During the polling days, the Returning Officer can directly communicate to polling party about training, material dispatch, EVM / WPAT deployment details, posting orders, postal ballots and pre-poll arrangements by sending SMS and Mobile Notifications. On the other hand, polling party can directly inform about poll day arrangements and voter turnout straight from their mobile app.

RONET also has citizen centric mobile app through which the citizens can directly lodge voter related issues or Model Code of Conduct complaints through the use of Mobile application. Further, the Citizen can see the polling booth, electoral roll name search and for the first time, the election results directly from their smart mobile phones.

The Observers should ensure that there is proper deployment and use of RONET application during the elections for effective decision support system.

ANNEXURE-I

54. CHECK LIST

INFORMATION/PARTICULARS TO BE PREPARED BY DEO AND RO TO BE PROVIDED TO THE OBSERVER ON ARRIVAL.

a) Constituency

- i. No. & Name of the Constituency
- ii. No. of vulnerable villages/hamlets
- iii. Map of the district and map of the constituency highlighting vulnerable villages/hamlets

b) DEO

- i. Name
- ii. Batch of service
- iii. Date of posting

c) SP/Commissioner for a city

(Please indicate the names as per jurisdiction. If the constituency involves more than two districts – both the officers should be mentioned)

- i. Name
- ii. Batch of service
- iii. Date of posting

d) RO and ARO

- i. Name
- ii. Designation
- iii. Date of joining the designated cadre
- iv. Experience in conduct of elections
- v. Date of posting

e) Population

- i. Male
- ii. Female
- iii. Total

f) Electorate details

Number of Electors

ELECTORS							EPIC holders	Photos in Rolls
Male	Female	Others	Service	Proxy	Overseas	Total		

g) Electoral roll details

- i. Date of publication of revised electoral roll (revised w.r.t. 01-01 ---)

Date		Month		Year			

- ii. Whether copies of electoral roll have been supplied to the recognized political parties

Yes	No	If yes, date thereof	If no, reason therefor

iii List of polling station wise changes made (a separate sheet to attached)

iv. Addition and deletion since the last publication date

Polling Stations		Male Electors	Female Electors	Total
	Original			
	Additions			
	Deletions			
	Change			
	Final Number			

v. Date of printing of supplementary electoral roll (on a/c of continuous updation)

Date		Month		Year			

vi. Preparation of authenticated copies completed and supplied to political parties on

Date		Month		Year			

h) Polling Stations

a No of polling stations

i) Whether the list has been approved by the ECI Yes No

ii. Whether all the polling stations have been visited by the RO and ARO Yes No

iii. Polling Station Details

Total No of Polling Stations	Single Polling Station Locations	Two PS location	Three PS location	Four PS location	Five PS location	Six PS location	More than Six PS location

iv. Electors details of Polling Stations in the constituency

Total No of Polling Stations	No of electors attached to the Polling Station					
	Less than 300	300-800	801-1000	1001-1200	1201-1500	More than 1500

i. Identification of critical villages, urban clusters and polling stations

- i. Vulnerability mapping done or not
- ii. Critical polling stations identified or not (Detailed list with reasons)

j. EVMS

Name of constituency	No .of EVMs required for polling booths	No. of EVMs in reserve	No. of EVMs marked for training	Total number required	Available number

k. Have EVMs been allocated AC-wise by the DEO after 1st randomization?

Yes	No
-----	----

Date and location planned for sealing and randomization of EVMs by RO

- (i) Date:
- (ii) Location:

l. Identification of centres for dispatch, receiving and counting and any special arrangements

Name of Location	Activity	Facilities		Space		Lighting		Water/ & toilets		Layout Plan	
		Adeq	Inad	Adeq	Inad	Adeq	Inad	Adeq	Inad	Done	Not done

m. Availability of staff

Polling Personnel

Total No of polling personnel required for the Constituency	No of State Govt. Official available	No of State PSUs officials available	No of Central Govt. Official available	No of Central PSUs officials available

Police personnel

- i. The total number of police personnel by designation

SP	Dy SP	Pls	PSIs	Constables

- ii. Requirement of CPF
- iii. Operation of police control room(police and RO, DEO) and the contact numbers

n. Preventive actions taken

- i. Arms deposited
- ii. Security bonds
- iii. Preventive detentions
- iv. NSA
- v. Externment
- vi. Prohibition cases, if applicable
- vii. List of persons provided with security cover
- viii. Copy of law & order report 1 and 2 sent to State HQ should be endorsed to Observer daily.

o. Arrangements for implementation of model code of conduct

- i. Arrangements for prevention and removal of defacement of property

- a. Territorial jurisdiction wise enforcement squads formed Yes No
- b. District media cell constituted or not Yes No
- ii. Instructions to all the officers, candidate, political parties actions envisaged for the lapses DONE NOT DONE
- iii. Nodal officer for communicating about the venues, and rallies of political party/candidates meetings
 - a. Name and contact details
- iv. Arrangements for expenditure observation at the constituency level.
 - a. Designated officers at constituency level appointed Yes No
- v. Preparation of list of prevailing market rates for regular campaign material required done Yes No

p. Arrangements for procurement of election material and printing of forms etc.

No of indelible ink phials obtained	No of green paper seal obtained	No of paper strips seals obtained	Whether secret seals of commission received	Whether sufficient No of handbook for the Presiding Officers etc. available	Whether Statutory/ Non- Statutory forms etc available

q. Randomization of polling personnel

- i. Whether data base of polling personnel prepared? Yes No
- ii. Date for formation of polling parties

Date		Month		Year			

iii. Date for allocation of polling stations to polling parties

Date		Month		Year			

r. Training of Polling Personnel

i. Whether training schedule for the polling personnel prepared?

Yes	No
-----	----

ii. Whether schedule for EVM training for the polling personnel prepared?

Yes	No
-----	----

iii. Whether schedule for training of the sector Magistrate / officers prepared?

Yes	No
-----	----

s. Dispatch arrangements

i. Whether from HQ or any other location,

ii. Name of the location,

iii. Any need for early dispatch to specific polling stations,

iv. If yes, reasons.

t. Receiving arrangements

i. Location,

ii. No of tables for receiving,

iii. Plan for special counters.

u. Strong room location and security arrangement

i. Location

ii. Security arrangement

v. Counting arrangement

- i. Appointment of additional AROs, if any,

Yes	No
-----	----
- ii. Location of counting – whether approval from the ECI,

Yes	No
-----	----
- iii. Testing of Genesis and operational feasibility,

DONE	NOT DONE
------	----------
- iv. Arrangement for receiving and counting of Postal Ballot Papers.

Yes	No
-----	----

Annexure -II

55. Arrival/Departure Report of Observers

(To be Submitted Immediately after Arrival / Departure)

Date of Reporting	
Name of Observer and code	
Email Id	
Number and Name of Constituency	
Name of the District and State	
Mobile No.	
Fax No.	
Constituency Mobile No.	
Constituency Telephone No.	
Constituency Fax No.	

1.	Date of arrival / Departure of Observer (please strike out the portion which is not applicable)	
2.	Was there any break taken by the Observer from the duty	
3.	If Yes, give details.	
4.	Was there late reporting to duty	
5.	If Yes, by how much time?	

Place:

Date:

Signature of Observer

ANNEXURE -III

56. Electronic Voting Machine (EVM) & Voter Verifiable Paper Audit Trail (VVPAT)

- In a meeting of all political parties held on 4th October, 2010, the parties expressed satisfaction with the EVM but some parties requested the Commission to consider introducing Voter Verifiable Paper Audit Trail for further transparency and verifiability in poll process. In India, the demand of VVPAT to increase transparency was floating in the air for some time after such a tool was first demonstrated in New York City in March 2001 and first used in Sacramento, California in 2002. The demand was referred to the Technical Expert Committee (TEC) by the ECI.
- Introduction of VVPAT implied that a paper slip is generated bearing name and symbol of the candidate along with recording of vote in Control Unit, so that in case of any dispute, paper slip could be counted to verify the result being shown on the EVM. Under VVPAT, a printer is attached to the balloting Unit and kept in the voting compartment. The paper slip remains visible on VVPAT for 07 seconds through a transparent window. The Commission referred the matter to its Technical Expert Committee (TEC) on EVMs for examining and making a recommendation in this regard. The Expert Committee had several rounds of meetings with the manufacturers of EVM, namely, BEL & ECIL, on this issue and then had met the political parties and other civil society members to explore the design requirement of the VVPAT system with the EVM.
- On the direction of the Expert Committee, the BEL and ECIL made a prototype and demonstrated before the Committee and the Commission in 2011. On the recommendation of the Expert Committee on EVM & VVPAT system, the Commission conducted simulated election for the field trial of VVPAT system in Ladakh (Jammu & Kashmir), Thiruvananthapuram (Kerala), Cherrapunjee (Meghalaya), East Delhi District (NCT of Delhi) and Jaisalmer (Rajasthan) in July 2011. All stake holders including senior leaders of political parties and civil society members participated and witnessed enthusiastically in the field trial. After 1st field trial of the VVPAT system, Commission made a detailed reassessment of the VVPAT system to further fine tune the VVPAT system. Accordingly, the manufacturers developed 2nd version of VVPAT prototype. The same was again subjected to 2nd field trial in the said five locations in July-August 2012.
- In the meeting of the Technical Expert Committee held on 19th February, 2013, the Committee approved the design of VVPAT and also recommended the Commission to take action on amendment of the rules for using VVPAT. The model was

demonstrated to all the political parties in an all-party meeting on 10th May, 2013. The Government of India notified the amended Conduct of Elections Rules, 1961 on 14th August, 2013, enabling the Commission to use VVPAT with EVMs. On 4th September, 2013, the Commission used VVPAT with EVMs first time in bye-election from 51-Noksen (ST) Assembly Constituency of Nagaland.

- On 8th October, 2013, the Hon'ble Supreme Court ordered introduction of VVPAT in phases in its judgment on a PIL and asked Government to sanction funds for procurement. As directed by the Hon'ble Supreme Court of India, the ECI introduced the VVPAT system in a phased manner so that full implementation could be achieved by 2019. In 2013, the ECI procured 20000 VVPATs. On 25th November, 2013, VVPATs were used in 10 ACs in Mizoram; on 4th December 2013, it was used in one AC in Delhi; and thereafter in subsequent elections.

- The following table gives us the journey of VVPAT in India at a glance

Date	Chronology of Events
4th Oct 2010	An all-party meeting held. Agreement on incorporation of VVPATs along with EVMs.
July 2011	Field trial conducted after the prototype was manufactured, in Thiruvananthapuram (Kerala), Delhi, Cherapunjee (Meghalaya), Jaisalmer (Rajasthan) and Leh (Jammu & Kashmir).
July-Aug 2012	A second field trial was conducted
19th Feb 2013	Final model was approved by TEC
10th May 2013	The Model was demonstrated to all political parties
14th Aug 2013	The conduct of Election Rules 1961 was amended and notified
4th Sep 2013	Election Commission of India used VVPAT along with EVMs in a bye-elections for 51-Noksen AC in Nagaland
8th Oct 2013	Hon'ble Supreme Court directed ECI to introduce the VVPAT system in a phased manner. full implementation to be achieved by 2019
25th Nov 2013	VVPATS were used in 10 ACs of Mizoram
4th Dec 2013	VVPAT was used in one AC in Delhi and thereafter in subsequent elections
Feb-Mar 2017	52000 VVPATs were used in 33 ACs in Punjab, 6 ACs in Manipur, 3ACs in Uttarakhand, 30 ACs in Uttar Pradesh and 40 ACs in Goa
April 2017	Approval of Government received for purchase of 16, 15,000 VVPATs at a total estimated cost of Rs.3173.47 Crores

- So far, VVPATs have been used in 266 Assembly Constituencies and 9 Parliamentary Constituencies. In Goa elections in 2017, VVPAT was employed in all 40 LACs. ECI employed about 53,500 VVPATs in five States where elections were held recently.

ELECTRONIC VOTING MACHINE

- Voting machine consists of two units – (1) Control Unit and (2) Balloting Unit interconnected by cable.
- One balloting unit caters up to sixteen candidates and displays names of contesting candidates and the symbols
- There is a blue button on balloting unit by pressing which the voter can record his vote.



Figure 1: Control Unit and Balloting Unit

VOTER VERIFIABLE PAPER AUDIT TRAIL (VVPAT)

Introduction

In a meeting of all political parties held on 4th October, 2010, the parties expressed satisfaction with the EVM but some parties requested the Commission to consider introducing Voter Verifiable Paper Audit Trail for further transparency and verifiability in poll process. The Commission referred the matter to its Technical Expert Committee on EVMs for examining and making a recommendation in this regard. The Expert Committee had several rounds of meetings with the manufacturers of EVM, namely, BEL & ECIL, on this issue and then had met the political parties and other civil society members to explore the design requirement of the VVPAT system with the EVM.

On the direction of the Expert Committee, the BEL and ECIL made a prototype and demonstrated before the Committee and the Commission in 2011. On the recommendation of the Expert Committee on EVM & VVPAT system, the Commission conducted simulated election for the field trial of VVPAT system in Ladakh (Jammu & Kashmir), Thiruvananthapuram (Kerala), Cherrapunjee (Meghalaya), East Delhi District (NCT of Delhi) and Jaisalmer (Rajasthan) in July 2011. All stake holders including senior leaders of political parties and civil society members participated and witnessed enthusiastically in the field trial. After 1st field trial of the VVPAT system, Commission made a detailed reassessment of the VVPAT system to further fine tune the VVPAT system. Accordingly, the manufacturers developed 2nd version of VVPAT prototype. The same was again subjected to 2nd field trial in the said five locations in July-August 2012.

In the meeting of the Technical Expert Committee held on 19.02.2013, the Committee approved the design of VVPAT and also recommended the Commission to take action on amendment of the rules for using VVPAT. The Government of India notified the amended Conduct of Elections Rules, 1961 on 14th August, 2013, enabling the Commission to use VVPAT with EVMs. The Commission used VVPAT with EVMs first time in bye-election from 51-Noksen (ST) Assembly Constituency of Nagaland. Thereafter, VVPATs have been used in selected constituencies in every election to Legislative Assemblies and 8 Parliamentary Constituencies in General Election to the House of the People-2014.

Facts on VVPAT



Control Unit

VSDU

Printer (VVPAT)

Balloting Unit

Voter Verifiable Paper Audit Trail is an independent system attached with the Electronic Voting Machines that allows the voters to verify that their votes are cast as intended. When a vote is cast, a slip is printed on the VVPAT printer containing the serial number, name and symbol of the candidate and remains exposed through a transparent window for 7 seconds. Thereafter, this printed slip automatically gets cut and falls in sealed drop box of the VVPAT. VVPAT

consists of a Printer and a VVPAT Status Display Unit (VSDU). VVPAT runs on a power pack (Battery) of 15 volts. Control Unit and VSDU are kept with the Presiding Officer/Polling Officer and Balloting Unit and Printer are kept in the voting compartment.

Additional Polling Official

While constituting polling parties, care should be taken to provide one extra polling official in each polling station to handle the VVPAT unit. The duty of this polling official will be to watch the VVPAT Status Display Unit (VSDU), kept on the presiding officer's table, continuously during the entire poll process. He will bring any error messages on VSDU to the notice of the Presiding Officer immediately. One additional power pack battery will be provided to every polling party. In case of low battery error message, the battery will be changed. For any other error message, the VVPAT printer unit will be changed. It may be noted that change of paper roll is not allowed during poll.

Conduct of Mock Poll and sealing of EVM and VVPAT in the Polling Stations

During the mock poll in the polling stations, the Balloting Unit(s) and VVPAT unit should be placed in the Voting Compartment and Control Unit and VSDU on the table of the Presiding Officer/Polling Officer who will operate the Control Unit after being properly connected. One polling officer should be present in the Voting Compartment along with polling agents to watch operations on the Balloting Unit and the printed ballot slip by the VVPAT Printer unit. This polling officer will keep a record of the votes cast. After the mock poll, Presiding Officer will ascertain the result in the Control Unit and count the ballot slips in respect of each candidate in the presence of the polling agents and confirm that the result tallies with the votes polled in respect of each candidate. The Presiding Officer shall ensure that the data of mock poll is cleared in the Control Unit, without fail, and also remove all the printed paper (ballot) slips from the drop box in the VVPAT unit. The printed paper slips of the mock poll should be stamped on their back side with rubber stamp having inscription “Micro Observer CK POLL SLIP” before keeping and sealing these printed paper slips in the thick black envelope supplied for the purpose. The envelope will be sealed with the seal of the presiding officer. The Presiding Officer and the polling agents present shall put their signatures on the envelope. The number and name of the polling station and number and name of Assembly Constituency alongwith the date of poll shall be written on the Envelope. Words-“Printed paper slips of Mock Poll” shall also be written on the envelope. The envelope shall then be kept in the special plastic box provided for the purpose. The plastic box shall be sealed with a Pink Paper Seal placed all around in such a manner that opening of the box shall not be possible without breaking the seal. The number and name of the polling station and number and name of Assembly Constituency alongwith the date of poll shall be written on the plastic box. The Presiding Officer and Polling Agents present shall put their signatures on the pink paper seal. This plastic box containing printed paper slips of the mock poll shall be kept along

with other documents relating to elections by the Returning Officer and shall be preserved till the period of filing of Election Petitions is over or in case an election petition is filed, till the final disposal by the Competent Court. Polling agents present will be allowed to verify that the drop box of VVPAT unit is now empty. Thereafter, Presiding Officer will prepare and sign the mock poll certificate (Annexure-15) in the revised format of Mock Poll Certificate enclosed herewith and seal the Control Unit as per procedure laid down in the Presiding Officers' Handbook. The Presiding Officer shall also prepare the VVPAT system as under:

- (i) The lower part of the VVPAT unit, i.e. drop box, shall be sealed with the thread and Address Tag before actual poll starts.
- (ii) After that, BU and VSDU shall be connected to the VVPAT printer and connect the VVPAT printer to the Control Unit.
- (iii) Switch ON the Control Unit, after making all connections.

This is a very critical step and this should be emphasized during training. Observer should visit maximum number of polling stations on the poll day to check that everything is being done in the manner prescribed by the Commission.

Complaint About Incorrect Printing Of Particulars On Paper Slip

If any voter alleges about the wrong printing of particulars of a candidate and/or symbol of that candidate on paper slip printed by the printer on pressing of concerned blue (candidate) button on the Balloting unit to which the printer is connected, the Presiding Officer of the polling station should provide him a 'Form of Declaration' (Annexure-III) to lodge a complaint and follow the procedure prescribed under rule 49MA, which reads as under:

“49MA. Procedure in case of complaint about particulars printed on paper slip.-

(1) Where printer for paper trail is used, if an elector after having recorded his vote under rule 49M alleges that the paper slip generated by the printer has shown the name or symbol of a candidate other than the one he voted for, the presiding officer shall obtain a written declaration from the elector as to the allegation, after warning the elector about the consequence of making a false declaration.

(2) If the elector gives the written declaration referred to in sub-rule (1), the presiding officer shall make a second entry related to that elector in Form 17A, and permit the elector to record a test vote in the voting machine in his presence and in the presence of the candidates or polling agents who may be present in the polling station, and observe the paper slip generated by the printer.

(3) If the allegation is found true, the presiding officer shall report the facts immediately to the returning officer, stop further recording of votes in that voting machine and act as per the direction that may be given by the Returning Officer.

(4) If, however, the allegation is found to be false and the paper slip so generated under sub-rule (1) matches with the test vote recorded by the elector under sub-rule (2), then, the presiding officer shall-

- (i) Make a remark to that effect against the second entry relating to that elector in Form 17A mentioning the serial number and name of the candidate for whom such test votes has been recorded;
- (ii) Obtain the signature or thumb impression of that elector against such remarks; and
- (iii) make necessary entries regarding such test vote in item 5 in Part I of Form 17C.”.

Action In Case Of Certain Contingencies During Poll

Certain contingencies may arise during the polling process, which may require certain actions. These are as follows: -

- a. In case the CU or the BU does not work properly, replacement of the whole EVM including CU, BU and VVPAT is required. No mock poll is required to be taken.
- b. In case the VSDU is showing “Low Battery”, the power pack battery of VVPAT should be replaced. It should be ensured that before taking out the power pack battery of VVPAT, control unit must be switched OFF and after installing new power pack battery in VVPAT, control unit should be switched ON. Control Unit should not be switched ‘ON’ without installing power pack in VVPAT.
- c. In case there is any other error, like “Paper Low” error, the VVPAT will stop printing and the error shall be displayed on the VSDU. In such case the VVPAT unit is to be replaced. No mock-poll is required to be taken. Therefore, if VVPAT has not printed the paper slip, or the printed paper slip has not been cut, the last voter whose paper slip has not been printed by VVPAT or has not been cut should be allowed to cast his vote after the VVPAT has been replaced. In case the printed paper slip has not been cut and is hanging from the paper roll, no effort should be made to make it fall into the drop box. It should be allowed to remain hanging as it means that the vote has not been recorded in Control Unit and as it is not to be counted at the time of counting

of the printed-paper slips. The details of such an occurrence should be clearly recorded in the Presiding Officer’s dairy in the following format: -

- i. The date and time of the occurrence.
- ii. The name of the voter and his serial number in the part in the electoral roll, who was allowed to cast his vote after replacement of VVPAT.
- iii. Whether the voter cast his vote after replacement of VVPAT or went away without casting his vote.
- iv. The total number of votes cast before the occurrence.

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No.51/8/VVPAT/2017-EEMS

Dated: 19th September, 2017

To

The Chief Electoral Officers of
all States and Union Territories.

Subject: Universal use of Voter Verifiable Paper Audit Trail (VVPAT) with EVM in all future General and Bye-elections to the State Legislative Assemblies and Lok Sabha at all polling stations regarding.

Sir,

The Hon'ble Supreme Court of India in its order, dated 08.10.2013 in the Civil Appeal No. 9093 of 2013, permitted the ECI to introduce VVPATs in gradual stages in the general elections and further added that the area, State or actual booth (s) are to be decided by the ECI and the ECI is free to implement the same in phased manner. Since August 2013, VVPATs are being used with EVMs continuously, in selected constituencies, as per the availability of VVPATs. In the meeting of political parties held on 12th May, 2017, the Commission announced 100% coverage of VVPATs in all future election to Lok Sabha and State Legislative Assemblies.

Now, the Commission has directed that henceforth, VVPAT shall be used with EVMs at all the polling stations in all the future Elections to the Parliament and State Legislative Assemblies conducted using EVMs.

You are, therefore, requested to ensure that VVPATs shall be used with EVMs, in all polling stations, during General and Bye-elections to the State Legislative Assemblies and Lok Sabha.

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

Yours faithfully,


(Madhusudan Gupta)
Under Secretary

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No.51/8/VVPAT/2017-EVM

Dated: 11th October, 2017

To

The Chief Electoral Officers of

1. Gujarat, Gandhinagar
2. Himachal Pradesh, Shimla

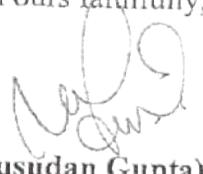
Subject: Verification of VVPAT paper slips-regarding.

I am directed to intimate that the Commission has directed that in the forthcoming General Elections to State Legislative Assemblies of Gujarat and Himachal Pradesh, **mandatory** verification of VVPAT paper slips of randomly selected 01 (one) polling station per Assembly Constituency shall be done on a 'pilot' basis. The above mandatory verification of VVPAT paper slips of 01 (one) polling station (randomly selected) will be **in addition** to the provisions of Rule 56D of the Conduct of Elections Rules, 1961.

Detailed instructions for this purpose will be issued separately.

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

Yours faithfully,


(Madhusudan Gupta)
Under Secretary

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 51/8/VVPAT/2017-EMS

Dated: 13th October, 2017

To

The Chief Electoral Officers of

1. Gujarat, Gandhinagar
2. Himachal Pradesh, Shimla.

Subject: Verification of VVPAT paper slips- Pilot Testing – regarding.

Sir,

I am directed to state that the Commission has mandated that VVPATs will be used with EVMs at all polling stations in all future General/Bye-Elections to the Parliament and the State Legislative Assemblies, including the upcoming General Elections to State Legislative Assemblies of Himachal Pradesh and Gujarat at all Assembly Constituencies. Now, the Commission has directed that in the General Elections to State Legislative Assemblies of Himachal Pradesh and Gujarat, **mandatory** verification of VVPAT paper slips of randomly selected 01 (one) polling station per Assembly Constituency shall be done on a 'pilot' basis. The above mandatory verification of VVPAT paper slips of 01 (one) polling station (randomly selected) will be **in addition** to the provisions of Rule 56D of the Conduct of Elections Rules, 1961.

For this 'pilot' verification of VVPAT paper slips of randomly selected 01 (one) polling station per Assembly Constituency, the following procedure shall be followed:

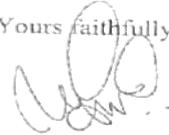
1. The verification of VVPAT paper slips of randomly selected 01 (one) polling station for each Assembly Constituency shall be taken up after the completion of the last round of counting of votes recorded in the EVMs.
2. The random selection of 01 (one) polling station per Assembly Constituency shall be done by Draw of lots, by the Returning Officer concerned, in the presence of candidates/their agents and the General Observer appointed by the Commission for that Assembly Constituency.
3. The draw of lots must be conducted immediately after the completion of the last round counting of votes recorded in the EVMs (Control Units) in the designated Counting Hall for the particular Assembly Constituency.
4. A written intimation regarding the conduct of draw of lots for the random selection of 01 (one) polling station for verification of VVPAT Slips shall be given by the Returning Officer to the Candidates/their election agents well in advance.
5. The following procedure shall be followed for the conduct of draw of lots:



- a. White colour paper cards of postcard size shall be used for conducting the draw of lots.
 - b. Total number of such paper cards should be equal to total number of polling stations in the Assembly Constituency.
 - c. The paper cards shall have pre-printed Assembly Constituency number, AC name and date of polling on the top, and the polling station number in the centre. Each digit of the polling station number shall be atleast 1" x 1"(1 inch by 1 inch) size and printed in black ink.
 - d. The paper cards to be used for draw of lots should be four-folded in such a way that polling station number is not visible.
 - e. Each paper card shall be shown to the candidates/their agents before folding and dropping in the container.
 - f. The paper cards shall be kept in the big container and must be shaken before picking up 01 (one) slip by the Returning Officer.
6. The verification of VVPAT paper slips shall be done in a 'VVPAT Counting Booth' (VCB), specially prepared for this purpose inside the Counting Hall. The booth shall be enclosed in a wire mesh just like a bank cashier's cabin so that no VVPAT paper slip can be accessed by any unauthorized person. One of the Counting tables in the Counting Hall can be converted into the VCB and can be used for normal counting of round-wise EVM votes before the count of VVPAT slips as per random selection after the completion of round-wise EVM counting.
 7. The Verification count of the VVPAT paper slips of the randomly selected 01 (one) polling station shall be conducted strictly in accordance with the instructions of the Commission on counting of printed paper slips.
 8. The Returning Officer shall personally supervise the counting of VVPAT paper slips at this booth. The General Observer concerned shall ensure close and careful observation of the entire exercise and ensure strict compliance of the Commission's instructions.
 9. The above process shall be fully videographed.
 10. After completion of the above process, the Returning Officer shall give a certificate in the annexed format.

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

Yours faithfully,



(Madhusudan Gupta)
Under Secretary

Annexure
Pilot Testing of Counting of paper slips of VVPAT of 01 randomly selected polling station

Name of State:.....
No. and Name of Assembly Constituency:.....
Sl.No. and name of Polling Station:.....
Unique ID of Control Unit:.....
Unique ID of VVPAT:.....

It is certify that pilot testing of counting of paper slips of VVPAT of 01 randomly selected polling station has been conducted as per the instructions of the Commission.

Name of Candidate	No. of Votes Cast		Discrepancy if any
	As per EVM	As per Paper Slips	
1.			
2.			
3.			
--			
--			
NOTA			
TOTAL VOTES			

Signature of Counting Agents

- 1.....
- 2.....
- 3.....

Signature of Counting Supervisor

Signature of Returning Officer

Signature of General Observer



By Special Messenger/Speed Post/e-mail

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No. 51/8/VVPAT/2017-EMS

Dated: 17th October, 2017

To

The Chief Electoral Officers of
All States and Union Territories.

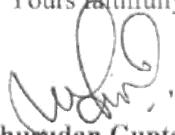
Subject: Use of VVPATs at Every Polling Station – Maximum Number of Electors per Polling Station – Regarding.

Sir,

I am directed to state that the Commission has decided to use VVPATs in all future elections at every polling station. Further, the thermal paper roll used in the VVPATs for printing of VVPAT paper slips can print approximately 1500 paper slips only, out of which approximately 100 paper slips are got printed during the process of commissioning of VVPATs and mock-poll at polling stations on poll day. Taking into consideration all these factors, the Commission has directed that maximum number of electors to be assigned to any polling station shall not exceed 1400.

You are, therefore, requested to direct all EROs to ensure that maximum number of electors in any part of the Electoral Roll shall not exceed 1400, wherever number of electors at a polling station is exceeding 1400, an auxiliary polling stations shall be created.

Yours faithfully,


(Madhusudan Gupta)
Under Secretary

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No.51/8/VVPAT/2017-EMS

Dated: 5th December, 2017

To

The Chief Electoral Officers of
All States & Union Territories.

Subject: Revised Instructions on use of Electronic Voting Machine (EVM) with Voter Verifiable Paper Audit trail (VVPAT) system – Regarding.

Sir/Madam,

I am directed to say that the para 11 of the Commission's existing instruction of even number dated 16th October, 2017 has been deleted and paras 13 (B) (iii) and 13 (C) (iii) (e) has been slightly modified. The revised instructions after incorporating the necessary changes alongwith the table of contents is enclosed herewith, for necessary action.

Yours faithfully,


(Madhusudan Gupta)
Under Secretary

Copy to: -

1. The Chairman-cum-Managing Director, Bharat Electronics Limited, Bangalore, Karnataka.
2. The Chairman-cum-Managing Director, Electronics Corporation of India Limited, Hyderabad, Andhra Pradesh.

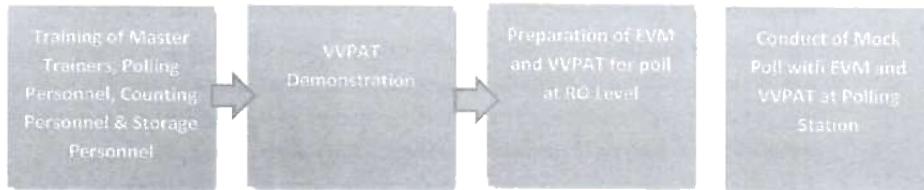
**Instructions on use of Electronic Voting Machine (EVM) with
Voter Verifiable Paper Audit Trail (VVPAT) system.**

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PRE-POLL

1. POLL PREPARATIONS WITH EVM & VVPAT



1.1 TRAINING OF MASTER TRAINERS, POLLING PERSONNEL, COUNTING PERSONNEL AND STORAGE PERSONNEL:

- Presiding Officers, Polling Officers, Returning Officer, Assistant Returning Officers, Sector Officers and Counting Personnel must be given hands-on-training related to their role/duties on use of EVMs with VVPATs.
- Every official should get an opportunity to operate the EVM with VVPAT system and understand the process of recording the vote using VVPAT.
- Separate training should be given on counting of printed paper slips from the VVPAT system and tallying the count of VVPAT paper slips with the count of the Control Unit.
- A copy of VVPAT brochure (**Annexure-I**) should be given to all officers during training and be available at polling station on poll day.
- A training session may be incorporated in the training module of State Public Administration Institutions, on operation & use of VVPATs.

1.2 VVPAT DEMONSTRATION

- A demonstration of VVPAT system should be organized by the District Election Officers (DEOs) for political parties, Returning Officers and electors at suitable locations.
- Further, the Returning Officers (ROs) shall arrange demonstration of VVPAT system for candidates and electors at suitable locations in the constituency.
- The poster "How to Cast Your Vote Using EVMs and VVPATs" (**Annexure-II**) on method of voting with VVPAT should be pasted at prominent places of the constituencies and at places in each polling station in a manner that voters waiting in the queue are able to read the instructions.
- The DEO and RO should also organize programmes for awareness about use of EVMs with VVPAT on print media and local cable-network etc. A short film on How to Cast Your Vote using VVPAT with EVM shall be made in regional language for this purpose.

NOTE: Only FLC-ok EVMs & VVPATs with dummy symbols shall be used for training, awareness and demonstration.

1.3 PREPARATION OF EVMS AND VVPAT SYSTEM FOR POLL (CANDIDATE SETTING)

EVMS shall be prepared according to the instructions of the Commission on the preparation of EVMS for polls. The VVPAT system shall be prepared for poll in the following manner as mentioned in Rule 49B [4(c) (i) – (iii)] of the Conduct of Elections Rules, 1961:

- The VVPAT consists of VVPAT Status Display Unit (VSDU) and VVPAT Printer unit. A new battery power pack shall be connected to the VVPAT unit and shut the door of the battery compartment, but no sealing is required on battery compartment as the power pack can be replaced if low battery status is indicated on VSDU during the poll.
- A fresh paper roll shall be installed in the printer unit as per the procedure mentioned in the user manual for VVPAT provided by the manufacturer (**Annexure IX**)
- Serial numbers, names of candidates and symbols allotted shall be loaded in VVPAT with the help of engineers. A test printout shall be checked with the ballot paper in Balloting Unit (BU).
- Then one vote to each candidate shall be given to check that the VVPAT is printing the paper slips accurately.
- Thereafter, switch off the CU and seal the latches of paper roll compartment using thread seals and address tags. The candidates/their agents shall be allowed to affix their signatures with party abbreviations on Address Tags.
- The units should be randomly allocated to polling stations and kept in the respective carrying case.

POLL DAY

1.4 CONDUCT OF MOCK POLL AND SEALING OF EVMS AND VVPATs IN THE POLLING STATIONS BEFORE START OF ACTUAL POLL

- During the mock poll, BU and VVPAT should be placed in the Voting Compartment, where a Polling Officer should be present along with polling agents to observe. The CU and VSDU should be placed on the table of the Presiding Officer/Polling Officer. This Polling Officer will keep a record of the votes cast.
- After the mock poll, Presiding Officer will ascertain the result in the CU, count the VVPAT paper slips in the presence of the polling agents and confirm that the results tally for each candidate.
- All mock poll data in CU and VVPAT paper slips from VVPAT must be removed by the Presiding Officer and the empty drop box verified by the Polling Agents.
- The mock poll VVPAT paper slips, should be stamped on their back side with rubber stamp having inscription “**MOCK POLL SLIP**”, thereafter these mock poll VVPAT paper slips shall be kept in an envelope made of thick black paper and sealed with the seal of the Presiding Officer. The sample image of the said stamp is as under:



(The dimensions of the stamp to be used for the purpose should be 3cms X 1.5 cms)

- The Presiding Officer and polling agents must put their signatures on the envelope. The number and name of the polling station, number and name of Assembly Constituency, date of poll and the words "**VVPAT paper slips of Mock Poll**" shall be written on the envelope.
- This envelope must be kept in the special plastic box for mock poll and sealed with a pink paper seal placed all around in such a manner that opening of the box will require breaking of the seal.
- The number and name of the polling station, number and name of Assembly Constituency and the date of poll shall be written on the plastic box.
- The Presiding Officer and Polling Agents must put their signatures on the pink paper seal and keep the box along with other documents relating to elections. Thereafter, Presiding Officer will sign the Mock Poll Certificate (**Annexure-V**) and seal the CU.
- The drop box of VVPAT should be sealed with an address tag before the actual poll starts.

1.5 ROLE OF POLLING PARTIES:

- One extra polling official must be provided to handle the VVPAT unit while constituting polling parties. This polling official should handle VVPAT unit and also watch VSDU continuously during poll process.
- The official shall immediately inform the Presiding Officer of any error noticed in VSDU. At the time of dispersal of polling parties, two copies of the Trouble shooting instructions (**Annexure-III**) and List of additional items of polling materials (**Annexure-IV**) shall be handed over to the Presiding Officers.
- Adequate numbers of black paper envelopes and plastic boxes may also be procured for storing the paper ballot slips from the VVPAT.

NOTE: The polling parties shall strictly be instructed not to test VVPAT at the time of dispersal and before mock poll at polling station under any circumstance, as VVPATs issued to them are already checked & tested.

2. COMPLAINT & CONTINGENCY ISSUES

2.1 WRONG PRINTING COMPLAINT

If any voter alleges about the wrong printing of particulars of a candidate and/or symbol of that candidate on VVPAT paper slip printed by the printer on pressing of concerned blue (candidate) button on the Balloting Unit to which the printer is connected, the Presiding Officer of the polling station should provide him a 'Form of Declaration' (**Annexure-VI**) to lodge a complaint and follow the procedure prescribed under rule 49MA, which reads as under:

"49MA. Procedure in case of complaint about particulars printed on paper slip-

- Where printer for paper trail is used, if an elector after having recorded his vote under rule 49M alleges that the paper slip generated by the printer has shown the name or symbol of a candidate other than the one he voted for, the presiding officer shall obtain a written declaration from the elector as to the allegation, after warning the elector about the consequence of making a false declaration.

- If the elector gives the written declaration referred to in sub-rule (1), the presiding officer shall make a second entry related to that elector in Form 17A, and permit the elector to record a test vote in the voting machine in his presence and in the presence of the candidates or polling agents who may be present in the polling station, and observe the paper slip generated by the printer.
- If the allegation is found true, the presiding officer shall report the facts immediately to the returning officer, stop further recording of votes in that voting machine and act as per the direction that may be given by the Returning Officer.
- If, however, the allegation is found to be false and the paper slip so generated under sub-rule (1) matches with the test vote recorded by the elector under sub-rule (2), then, the presiding officer shall-
 - make a remark to that effect against the second entry relating to that elector in Form 17A mentioning the serial number and name of the candidate for whom such test vote has been recorded;
 - Obtain the signature or thumb impression of that elector against such remarks; and make necessary entries regarding such test vote in item 5 in Part I of Form 17C.”.

2.2 HANDLING CONTINGENCIES DURING POLL:

Certain contingencies may arise during the polling process, which may require certain actions. These are as follows: -

- **In case the CU or the BU does not work properly, replacement of the whole EVM including CU, BU and VVPAT is required. No mock poll is required to be taken.**
- In case the VSDU is showing “Low Battery”, the power pack battery of VVPAT should be replaced. It should be ensured that before taking out the power pack battery of VVPAT, control unit must be switched OFF and after installing new power pack battery in VVPAT, control unit should be switched ON. Control Unit should not be switched ON without installing power pack in VVPAT.
- In case there is any other error, like “Paper Low” error, the VVPAT will stop printing and the error shall be displayed on the VSDU. **In such case the VVPAT unit is to be replaced. No mock-poll is required to be taken.** Therefore, if VVPAT has not printed the paper slip, or the printed paper slip has not been cut, the last voter whose paper slip has not been printed by VVPAT or has not been cut should be allowed to cast his vote after the VVPAT has been replaced. In case the printed paper slip has not been cut and is hanging from the paper roll, no effort should be made to make it fall into the drop box. It should be allowed to remain hanging as it means that the vote has not been recorded in Control Unit and as it is not to be counted at the time of counting of the printed-paper slips. The details of such an occurrence should be clearly recorded in the Presiding Officer’s dairy in the following format: -
 - The date and time of the occurrence.
 - The name of the voter and his serial number in the part in the electoral roll, who was allowed to cast his vote after replacement of VVPAT.
 - Whether the voter cast his vote after replacement of VVPAT or went away without casting his vote.
 - The Total number of votes cast before the occurrence.

In case of contingencies, the Presiding Officers may also refer to **Annexure-III** for solutions.

3. COUNTING AND STORAGE OF VVPAT PAPER SLIPS

3.1 APPLICATION FOR VVPAT PAPER SLIPS COUNTING

After announcement of result sheet entries, any candidate, their election agent or their counting agents may apply in writing to the RO to count the printed VVPAT paper slips in any or all polling stations. If such application is made, the RO shall pass a speaking order on whether the VVPAT paper slips should be counted. If the RO decides to allow the counting of the VVPAT paper slips of any or all polling stations, such decision of the RO must be recorded in writing along with the reasons thereof. The RO shall give due consideration to the following:

- Whether the total number of votes polled in that polling station is greater or lesser than the margin of votes between winning candidate and candidate making the application
- Whether EVM had a problem and was replaced at that polling station during poll
- Whether there was any complaint about VVPAT not printing or complaints by any voter under Rule 49MA in that polling station during the poll.

3.2 ARRANGEMENTS FOR COUNTING OF VVPAT PAPER SLIPS:

- One of the Counting Tables inside the Counting Hall shall be earmarked by the Returning Officer as VVPAT Counting Booth (VCB) for Counting of VVPAT Paper Slips.
- VCB shall be enclosed in a wire-mesh just like a Bank Cashier Cabin, so that no VVPAT paper slip can be accessed by any unauthorised person.

3.3 PROCEDURE TO COUNT VVPAT PAPER SLIPS:

If the RO decides to count the printed paper slips of any polling station(s) on an appeal for recounting of any polling station(s), the following procedures shall be strictly followed:

Step-1:

- For keeping VVPAT Paper Slips taken out from the Drop Box of the VVPAT, a sufficiently sized container with lid, of dimensions 14 inch X 10 inch X 5 inch (length x breadth x height), to easily accommodate around 1400 Printed Paper Slips, shall be kept on the table of VCB. This Container should be made of sturdy transparent material like plastic etc. Sample images of the Container are available in Annexure- VIII
- For keeping VVPAT paper slips of the respective candidates, a Pigeonhole Framework shall be prepared in advance according to the number of candidates including NOTA, with one additional pigeonhole for keeping self-test slips of the VVPAT, and shall be kept on the table of VCB.
 - The minimum number of Pigeonholes in the Framework must be equal to the number of candidates plus 2 (two).
 - The size of each compartment (Pigeonhole) must be atleast 6 inch X 4 inch X 4 inch (length x breadth x height).
 - The pigeonhole structure should be made of sturdy transparent material like plastic etc, having a fixed base, to prevent any VVPAT paper slip from slipping underneath.
 - The symbol of each contesting candidate as per the Ballot Paper should be affixed on the wall of the pigeonhole allotted to the particular candidates. The symbol should be printed

in black and white on a plain paper of minimum size 4inch X 3 inch. Sample images of the Pigeonhole Framework are placed in Annexure-VIII.

- At least 100 Rubber bands for making bundles of 25 VVPAT paper slips.

Step-2:

- The VVPAT unit(s) of the respective polling station(s) should be brought to the VCB one by one, as the case may be.
- In case a VVPAT unit was replaced during poll at that polling station, all the VVPAT units used at that polling station should be brought to the VCB.

Step-3:

- The printed paper slips shall be taken out from all the VVPATs used at the polling station, before beginning the counting of VVPAT paper slips for that polling station.
- Before taking out the VVPAT Paper Slips from the drop box, the address tag(s) of the drop box shall be crosschecked to ascertain that the VVPAT pertains to the respective polling station.
- The VVPAT Paper Slips taken out from the Drop Box of the VVPAT shall be first kept in the container as per specification at step-1 (i).
- After taking out the VVPAT paper slips from Drop Box, the Counting Supervisor shall ensure that no VVPAT paper slip is left inside the VVPAT drop box and show the empty drop box to the counting agents.
- In case a VVPAT unit was replaced, it may so happen that an uncut fully or partially VVPAT paper slip is hanging and has not got cut and dropped in the drop box and still connected to the paper roll. This uncut VVPAT paper slip should not be torn and should not be counted because the vote is not recorded electronically in the CU unless the VVPAT paper slip is cut. In such an event, the last voter whose VVPAT paper slip was not cut would have been given an opportunity to cast his vote after replacement of VVPAT and the VVPAT paper slip of the vote cast by him shall be in the next VVPAT used in that polling station.
- The drop box of the VVPAT will also have VVPAT slips of self-test report. These are easily identified, as they do not have either the name or the symbol of any candidate. These self-test report slips are to be preserved along with the VVPAT paper slips as part of the record but they are not to be counted.

Step-4:

- The VVPAT paper slips should be segregated one-by-one and put in respective pigeon holes after showing each slip to the Counting Agents. The paper slips bearing self-tests report shall also be segregated and put in a separate pigeonhole provided for the purpose.
- Bundles of 25VVPAT paper slips of respective candidates shall be prepared for counting purpose.
- VVPAT Paper Slips shall then be counted by the counting staff.
- Result of the VVPAT paper slips count shall be prepared in the format as per Annexure-VII and attached to Part-II of Form 17-C.
- The result of the count of VVPAT paper slips shall be announced loudly in the counting hall and shown to the counting agents.

- As per Rule 56D(b) of the Conduct of Elections Rules 1961, if there is any discrepancy between EVM count and paper slip count, the paper slip count shall prevail. Hence, if there is discrepancy between the count of votes displayed on the Control Unit and the count of printed-paper slips in respect of that Polling Station, the result sheet will be amended as per the printed-paper slips count.

Step-5:

- After completion of counting of VVPAT paper slips, the bundles of all the VVPAT Paper Slips shall be kept back in the Drop Box of the respective VVPAT and door of the Drop Box shall be sealed using address tags.
- The candidate(s)/their agents may also be allowed to affix their signature with party abbreviation on the Address Tags.

3.4 STORAGE OF EVMs & VVPATs AFTER COUNTING OF VOTES:

After completion of counting of votes, EVMs and VVPATs containing printed paper slips in its Drop box, shall be kept in the same strong room without removing Power Packs of Control Units and Power Packs and Paper Rolls of VVPATs.

- The Strong room shall not be opened till completion of Election Petition (EP) period i.e. till EP list is received from respective High Court.
- After completion of Election Petition Period, the exact EP position should be ascertained from High Court concerned before opening the strong room.

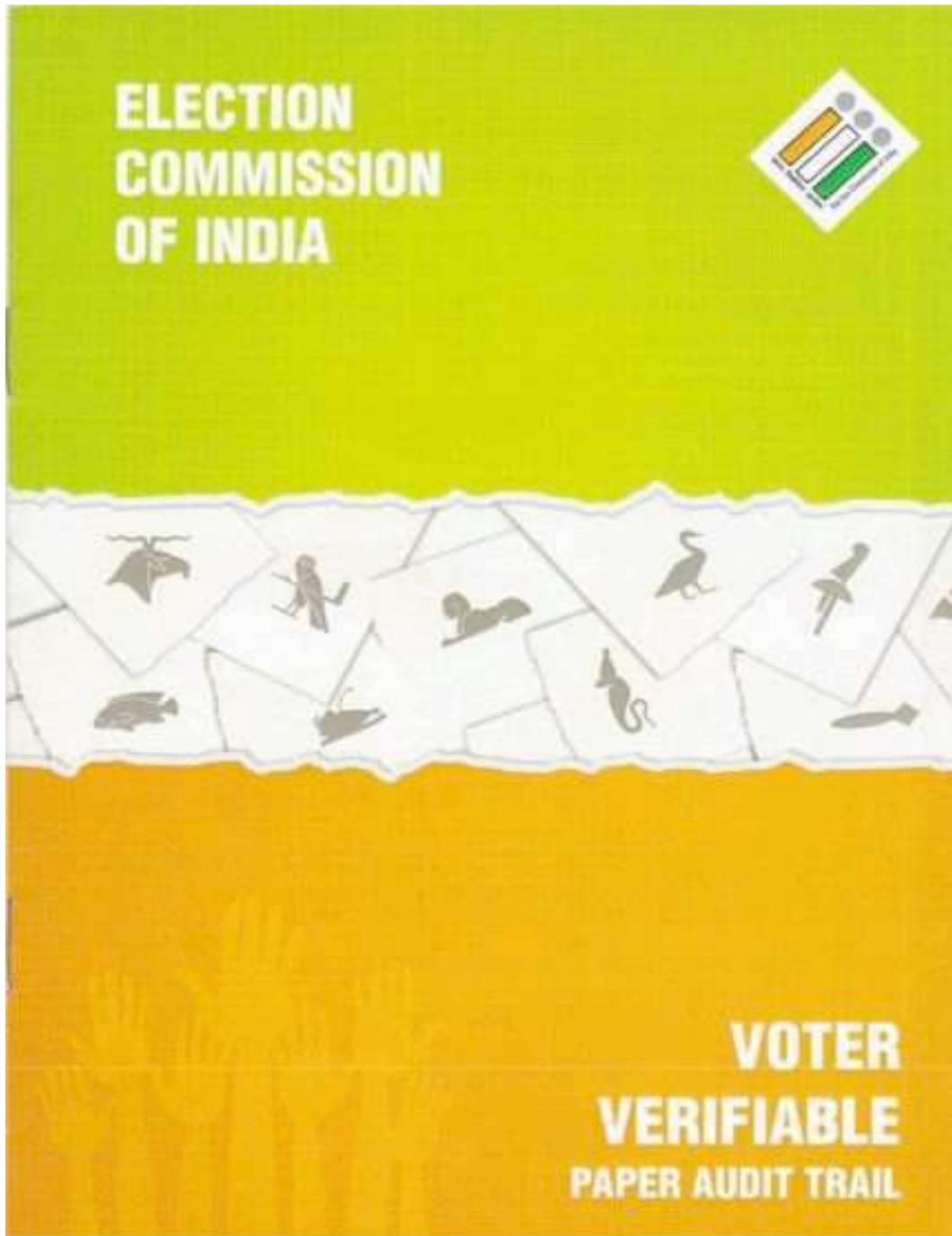
3.5 STORAGE OF VVPAT PAPER SLIPS AFTER EXPIRY OF PERIOD OF FILING OF ELECTION PETITIONS:

After expiry of the period of filing of Election Petitions (EPs) i.e. 45-days from the date of declaration of result, District Election Officers shall ascertain the position of EP from the concerned High Court. After obtaining the status of EP from the High Court concerned, the following action shall be taken:

- Every VVPAT 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 date of declaration of the result.
- In the case of elections, where no election petition has been filed or no other court cases are pending, after the aforesaid period, the VVPATs shall be available for use in any future election or any other purpose like training, awareness, movement, physical verification etc.
- Before moving any VVPAT, printed paper slips shall be taken out from Drop-box of the VVPATs as per procedure mentioned below:
 - A Notice informing the opening of Strong Room having VVPATs shall be given to the representatives of all political parties in writing at least 48 hours in advance, requesting them to remain present at the time of opening of strong room.
 - The strong room shall be opened in the presence of the District Election Officer and representatives of Political Parties.
 - Remove the Power Packs of Control Units and Power Packs and Paper Rolls of VVPATs.

- The VVPAT paper slips shall be taken out from the Drop Box of VVPAT and kept in a paper envelope made of thick black paper, sealed using red wax under the seal of DEO. Name of election, number and name of assembly constituency, particulars of polling station, unique serial number of the VVPAT unit, date of poll and date of counting shall be mentioned on the envelope containing printed paper slips.
- The envelopes containing VVPAT paper slips shall be kept with all other statutory documents relating to that election till the statutory time limit.
- Thorough checking of officials deputed for the removal of VVPAT paper slips and their sealing must be ensured. All pockets need to be emptied before entering the Sealing Room/Strong Room and thorough checking of officials leaving the sealing room should be done in addition to DFMD/Metal Detector Checking.
- Once the VVPAT paper slips have been taken out, the VVPATs must be kept in their separate designated warehouse. VVPAT should not be kept in the same warehouse where EVMs are stored.
- To ensure there is no deliberate attempt to remove any paper-slips from sealing room/strong room, the entire process should be conducted under high quality CCTV recording/videography.
- In case of any election where **election petition has been filed**, the following action shall be taken:-
 - If the EVMs or Counting of Votes are the subject of the election petition, the EVMs and VVPATs 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.
 - If the EVMs or counting of votes are not the subject of the election petition, an application may be moved to the concerned Court for allowing the EVMs& VVPATs concerned to be taken out of the strong room for any future election or any other purpose like movement, physical verification etc.
 - In case VVPATs not involved in any Election Petition/Court Case are stored with the VVPATs involved in Election Petition/Court Case, the following procedure shall be followed for segregating the VVPATs not involved in any election petition/court case from the VVPATs involved in EP/Court case:-
 - A Notice informing the opening of Strong Room having VVPATs involved in EP/Court Case as well as non-EP VVPATs, 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.
 - 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.
 - The VVPATs not involved in any EP/Court Case shall be segregated from the VVPATs involved in EP/Court Case for taking out of the strong room. A list of VVPATs being so taken out from the strong room shall be prepared.
 - The VVPATs, which are not involved in any EP/Court Case, should only be taken out of the Strong room.

- The procedure mentioned above shall be followed for taking-out power packs, paper rolls and the printed paper slips from all such VVPATs, following which the VVPATs are available for any subsequent deployment/use.
- The entire process shall be videographed and videography must be preserved for record.



Voter Verifiable Paper Audit Trail (VVPAT)

The VVPAT enables the voter to physically verify the vote cast on the EVM. It consists of the Printer Unit to print the voter's selection and the VSDU (VVPAT Status Display Unit) to display the error messages of VVPAT during poll.

The VVPAT prints the selection of the voter on a two inch long slip of paper called Ballot Slip. The ballot slip will display:

1. The serial number of the candidate
2. The name of the candidate
3. The corresponding symbol

The paper slip is displayed behind a transparent window for seven seconds before it is automatically cut and collected in the sealed Ballot compartment below. The VVPAT battery and paper roll are designed for printing minimum 1500 Ballot slips for each election.

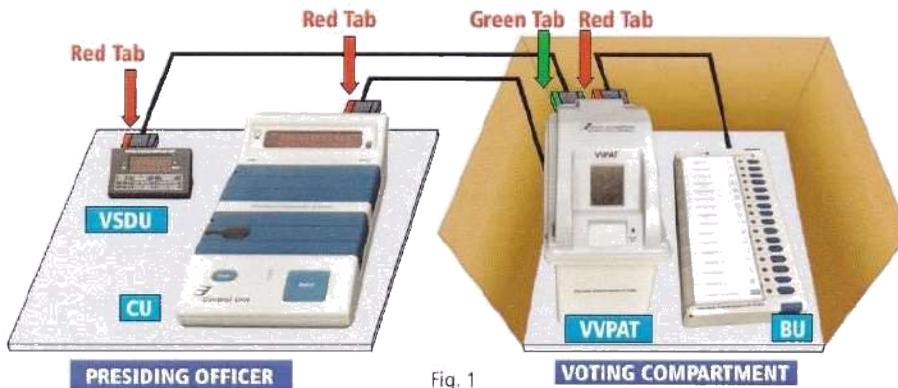


Fig. 1

VVPAT Components

The VVPAT system consists of following accessories.

1 VVPAT UNIT

The VVPAT printer prints the ballot slips and collects them in a secure sealed box. The VVPAT comes with an attached cable which is used to connect to the CU.



Connector with Red/Black latch

2 VVPAT STATUS DISPLAY UNIT (VSDU)

VVPAT Status Display Unit (VSDU) is used to indicate the VVPAT system status to the Presiding officer. The VSDU displays **PRINTER ERRORS, LOW BATTERY** and also the suggested action to be taken.

Connector with Blue/Green latch



3 INTERCONNECTING CABLE TO VSDU

The Interconnecting Cable connects the VSDU to the VVPAT unit



VVPAT Unit with 5 meter cable (to connect to CU)

4 BATTERY PACK FOR VVPAT

A Battery Pack for running the VVPAT is inserted at the appropriate compartment in the VVPAT unit



Battery pack for the VVPAT unit

5 PAPER ROLL



Paper Roll for Printing of Ballots

Thermal Paper Roll

6 CARRY CASE



A Strong Case to carry the whole VVPAT system in a secure way

VVPAT Carrying Case

VVPAT Operation

Commissioning of VVPAT by Presiding Officer (PO)
at Polling Station on day of poll

STEP 1

Preliminary Checks

1. At the polling station, remove the VVPAT and VSDU with cables carefully from carrying case
2. Check for proper condition of the VVPAT unit, VSDU unit, connecting cables and connectors
3. Sealing should be intact for paper roll compartment.
4. Check and ensure that the ballot compartment is empty. All paper slips or ballot slips should be removed from inside the compartment.

STEP 2

VVPAT setup and connection with EVM System

- Place CU & VSDU and BU & VVPAT as per (Fig.1)
- Connect the VVPAT unit with EVM system as per steps below
- Close cable compartments after connecting the cables



All connection of EVM & VVPAT shall be done only in Power off condition.

STEP 3

Mock Poll Procedure

To conduct a Mock Poll at polling booth follow the below process

SETUP

1. Power ON the CU.
2. ON lamp will glow on CU and VVPAT.
3. VVPAT prints Power ON Self Test (POST) slip. The POST slip is seen through the window and cuts and falls down.
4. In case of any error in the VVPAT, corresponding error is printed in the POST slip. In case POST slip does not cut, replace VVPAT with good one
5. Now the EVM – VVPAT system is ready for voting process.

Ballot Unit Ready for Voting



Red Light Indicates Register of Vote



MOCK VOTING

Follow the standard mock poll procedure for CU/BU as per the EVM instruction booklet.

1. The ballot process is initiated and each polling agent is allowed to vote for the candidate of choice.
2. VVPAT prints the ballot slip containing the serial number of the candidate, name of the candidate and corresponding party symbol.
3. The printed slip is held for 7 seconds and then cut and subsequently falls into the ballot collection drop box.
4. Repeat this ballot process by voting for each contesting candidate and verify the correctness of the printed ballot slips.
5. Keep a careful manual record of the votes polled in respect of each candidate.
6. Press the CLOSE button on CU.



Voter Sees Candidate Name, Number & Symbol Printed



At least 50 votes should be cast during mock poll

MOCK POLL VERIFICATION

1. Press the RESULT button on CU and manually record the result data displayed by CU.
2. Press the CLEAR button on CU and observe TOTAL should be zero in the CU.
3. Switch OFF the CU.
4. Open the ballot compartment door of the VVPAT and collect the VVPAT ballot slips.
5. Segregate these ballot slips as per the party symbol and record the result of the counted slips. Keep aside the POST slip(s).
6. Compare the VVPAT result data with the CU result data. Both must tally candidate wise.
7. After ensuring the correctness of the EVM-VVPAT system, remove the mock poll printed ballot slips and store separately.



Fill mock poll certificate carefully and correctly



Ensure that the ballot compartment is empty before actual poll.

STEP 4

Sealing of ballot slips compartment after mock poll

- The presiding officer should ensure that the ballot slips compartment of VVPAT is empty and does not contain any paper slips.
- The presiding Officer is required to seal the ballot slips compartment door in presence of polling agents. Sealing procedure is same as followed for the CU.

STEP 5

Actual Poll Procedure

After ensuring that all seals are in proper condition and that the CU, VSDU, BU and VVPAT are placed as in Fig 1, power ON the CU.

- The presiding officer should ensure that the VVPAT should be in ON condition by checking the power ON LED.
- Continue the actual polling as per the standard procedure in the case of EVM.
- Polling officer shall be monitoring the Status of VVPAT through the VSDU messages.
- If the VVPAT stops printing and shows error in the VSDU the VVPAT Unit should be replaced by another VVPAT Unit. The voter should be asked to vote again on the replaced system.



In the event of any failure in the VVPAT the unit should be replaced with a good one.



In case of 'LOW BATTERY' indication by VSDU the battery Should be replaced by a new one.

STEP 6

Closing of Poll Procedure

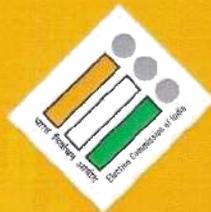
After completion of actual poll take the following steps

1. Press the close button on CU.
2. Switch OFF the CU.
3. Disconnect the VVPAT cable connected to CU.
4. Disconnect the VSDU cable connected to VVPAT
5. Disconnect the BU cable connected to VVPAT.

STEP 7

**VVPAT Packing Instructions before
dispatch to strong room/counting center**

1. Keep VVPAT with its cable and VSDU with its cable in the VVPAT carrying case.
2. Care should be taken while winding of VVPAT and VSDU cables.
3. Seal the carrying case in the presence of Presiding Officer and polling agents.



Election Commission of India

Nirvachan Sadan, Ashoka Road, New Delhi-110001

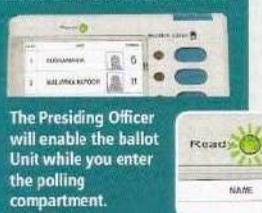
Tel.: +91-11-23717391-98, Fax: +91-11-23713412 www.eci.nic.in

HOW TO CAST YOUR VOTE



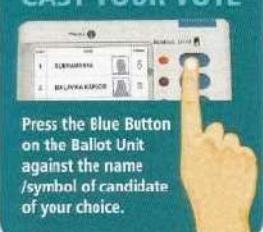
1 ENTER THE BOOTH USING EVM & VVPAT

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



2 CAST YOUR VOTE

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



3 SEE THE LIGHT

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

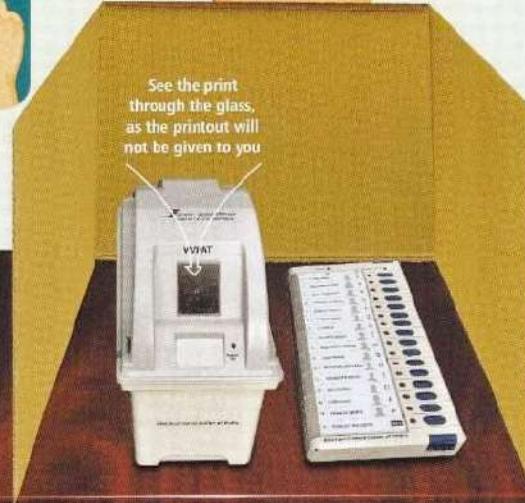


4 SEE THE PRINT

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



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



This ballot slip will be visible for seven seconds after which it will be cut and dropped in the printer's drop box and a beep will be heard.

NOTE!

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

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HANDLING OF CU-BU-VVPAT FAILURES/ERRORS DURING POLL

PREPARATION OF POLLING OFFICIALS FOR FAULT HANDLING- SUGGESTIONS

Certain contingencies may arise during the polling process which may require certain actions. These are as follows: -

- a. **In case the CU or the BU does not work properly:** (i) Switch off the CU and don't switch it on again (ii) Replace the complete set of EVM and VVPAT by another set of BU, CU and VVPAT (iii) Continue the poll with the new EVM set.
- b. **In case Display Panel of the CU displays "Link Error":** (i) Check that the cable connections are proper by visual inspection (don't remove and reconnect the connectors); (ii) If "Link Error" still persists, replace the complete set of EVM and VVPAT.
- c. **In case the VVPAT Status Display Unit (VSDU) displays "Error Code-1Replace Battery":** Switch off the CU and replace the Power Pack of VVPAT printer. *It should be ensured that in no case replacement of power pack is done without switching off the CU.*
- d. **In case the VSDU displays "Error Code – 2 Replace Printer" and the Presiding Officer has not pressed the BU enable button:** Switch off the CU and replace the defective VVPAT unit with the new VVPAT unit. *It shall be ensured that in no case replacement of VVPAT unit is done without switching off the Control Unit.*
- e. **In case the Presiding Officer has pressed BU enable Button and the Voter has pressed the Candidate Button of the Ballot Unit and complains that 'Paper Slip' has not been printed or the Paper Slip printed by the VVPAT unit has not been cut and hanging against the display window then:** (i) If the busy lamp of the CU is not glowing and no Message/Error is displayed on VSDU, the complaint should be considered as baseless and rejected; (ii) If busy lamp is glowing on the CU and no Message/Error is displayed on VSDU, the Voter shall be requested to go into the Voting Compartment once again and press the Candidate Button on BU of his choice; (iii) If busy lamp of the CU and VSDU are glowing and VSDU has no display message, please switch OFF the CU and replace the VVPAT unit. (iv) The last voter whose paper slip has not been printed by VVPAT or has not been cut should be allowed to cast his vote after the VVPAT unit has been replaced.

Please keep in mind that the vote is not recorded in the CU electronically unless the paper slip has been printed and cut by VVPAT. If VVPAT has not printed the paper slip, or the printed paper slip has not been cut, the last voter whose paper slip has not been printed by VVPAT or has not been cut should be allowed to cast his vote after the VVPAT unit has been replaced.

- f. **In case the printed paper slip has not been cut and is hanging from the paper roll:** Replace the Printer, but no effort should be made to make it fall into the drop box. It should be allowed to remain hanging, as it is not to be counted at the time of counting of the ballot slips. The details of such an occurrence should be clearly recorded in the Presiding Officers diary in the following format:

- i. The date and time of the occurrence.
 - ii. The name of the voter and his serial number in part in the electoral roll who was allowed to cast his vote after replacement of VVPAT.
 - iii. Whether the voter cast his vote after replacement of VVPAT or went away without casting his vote.
 - iv. The Total number of votes cast before the occurrence.
- g. In case a voter alleges after recording his vote that the printed paper slip generated by the printer has shown the name or symbol of a candidate other than the one he voted for: Action should be taken as per provisions of Rule 49MA of the Conduct of Elections (Amendment) Rules, 2013:**
- (i) Obtain a declaration from the complainant in the Declaration Form (**Annexure-VI**) under his/her signature/thumb impression; (ii) Proceed to the voting compartment along with the complainant and polling agents present in the polling station at that moment; (iii) The voter shall be asked to cast a test vote in favour of any candidate and make second entry related to that elector in the Form-17A; (iv) Observe carefully whether the Printer has printed the paper slip correctly; (v) If the complaint of the elector is found genuine, the Presiding Officer shall report the facts immediately to the RO and stop further polling at the station; (vi) If the complaint of the elector is found false, make a remark to that effect against the second entry relating to that elector in Form-17A mentioning the serial number and name of the candidate for whom such test vote has been recorded and obtain the signature or thumb impression against such remark. Further make necessary entries regarding such test vote in item 5 in Part-I of Form 17-C.

CHECK LIST OF ADDITIONAL ITEMS OF POLLING MATERIALS TO BE PROVIDED TO THE POLLING PARTY

- | | | |
|---|---|-----------|
| 1. Voter Verifiable Paper Audit Trail (VVPAT) Printer Unit | : | 1 No. |
| 2. VVPAT Status Display Unit (VSDU) | : | 1 No. |
| 3. Carrying Case for the VVPAT system | : | 1 No. |
| 4. Envelope made of thick black paper
(For sealing printed paper slips of Mock Poll) | : | 2 Nos. |
| 5. Plastic Box for Black Paper Envelope Sealing | : | 1 No. |
| 6. Pink Paper Seal for sealing Plastic Box | : | 2 Nos. |
| 7. Form of declaration by elector under rule 49MA
of the Conduct of Elections Rules | : | 10 copies |

Mock Poll Certificate

This is certified that I, Presiding Officer at the Polling Station No.....ofAssembly Constituency (or theAssembly segment underParliamentary Constituency) conducted the mock poll at AM today, the poll day i.e.(date), following scrupulously all the instructions issued by the Election Commission of India, using –

CU of Serial No. (as printed on back-side of the CU).....

BU of Serial No. (as printed on back-side of the BU).....

VVPAT Unit of Serial Number (if used).....

1. A total of votes were cast for each candidate and also for NOTA.
2. It was verified that the LED light was getting lit up against the correct candidate/NOTA button, when the button was pressed and beep sound was properly heard.
3. The candidate-wise detail of votes polled during mock-poll and result displayed, is as under:

S. No.	Name of the Candidate	Number of votes cast during mock poll	Number of votes displayed in CU on checking the result	Number of Printed Paper Slips, as per counting on checking mock poll result (if VVPAT used)	Votes Cast and Result displayed & Printed Paper Slip count (if VVPAT used) Tallied with each other (YES/NO)
	NOTA				
Total					

4. I have cleared the memory of the EVM and also removed the printed paper slips of VVPAT after the mock poll and verified that the memory has been cleared, by pressing the Total button and seeing the Total is shown as '0'.
5. At the time of mock poll the following polling agents representing the candidates whose names mentioned against the names of such agents were present and I have obtained their signatures.

6. Poll Start Date and Time seen on the display of CU at the time of start of actual poll..... (To be filled in case of Post-2006 EVMs).

Sl.No.Name of Polling AgentName of PartyName of candidate Signature of PollingAgent

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

or

At the time scheduled for mock poll no polling agent was present/the agent of only one contesting candidate was present. After waiting for fifteen more minutes, I conducted the mock poll along with other polling staff atAM.

Signature of Micro-Observer (if posted at the polling station)

Date:

Time:
Officer

Name & Signature of the Presiding

Polling Station No.....

Polling Station Name.....



General/Bye-Election to.....

Sl. No. and Name of Parliamentary/Assembly Constituency.....

No. and Name of Polling Station.....

FORM OF DECLARATION BY ELECTOR

UNDER RULE 49MA OF CONDUCT OF ELECTIONS RULES, 1961

1. I hereby solemnly declare and affirm under sub-rule (1) of Rule 49 MA of the Conduct of Elections Rules 1961 that the paper slip generated by the printer attached to the Balloting Unit has shown the name and/or symbol of a candidate other than the candidate for whom I voted by pressing the concerned blue button against the name and symbol of the candidate of my choice on the Balloting Unit. I am ready to cast a test vote again to show that the allegation made by me is true and bonafide.

(2). I am aware of the penal provisions of Section 177 of the IPC that I shall be liable to be punished with imprisonment for a term which may extend to six months, or with fine which may extend to one thousand rupees, or with both, if the declaration given by me in para 1 above to the Presiding Officer appointed under Section 26 of the RP Act, 1951 is found to be incorrect.

Signature/Thumb impression of the Elector

Name of the Elector.....

Father/Mother/Husband's Name.....

Part No. of elector roll.....

Sl. No. of elector in that Part.....

Sl. No. in Register of Voters (Form 17A).....

Dated.....

Certified that the above declaration was made and subscribed by the elector above named before me.

Signature of the Presiding Officer

.....

Dated.....

ANNEXURE-VII

ANNEXURE TO PART-II OF FORM 17-C

RESULT OF PRINTED PAPER COUNT

Polling Station No. _____

Unique ID of VVPAT : _____

Sl.No. of candidate	Name of candidate	Number of votes as per count of Printed Paper Slip of VVPAT	Number of test votes to be deducted as per item 5 of Part I	Number of valid votes. (3-4)
(1)	(2)	(3)	(4)	(5)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Total

Whether the total number of votes shown above tallies with the total number of votes shown against item 6 of Part I or any discrepancy noticed between the two totals.(YES/NO)

Place.....

Date.....

Signature of Counting Supervisor

Name of candidate/election agent/counting agent

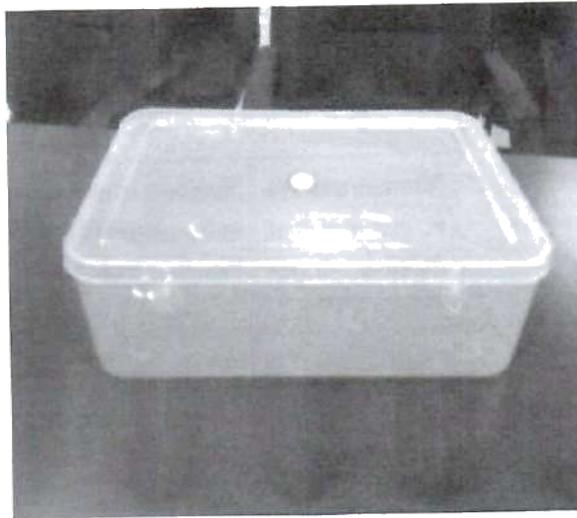
Full signature

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Place.....

Date.....

Signature of Returning Officer



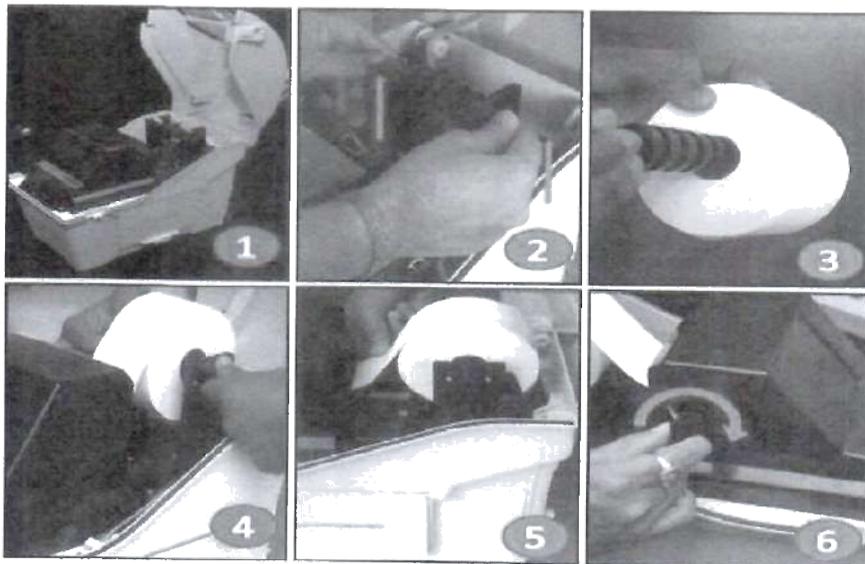
Sample Container -14 inch X 10 inch X 5 inch (length X breadth X height)



Sample Pigeonholes (Size of each compartment 6 inch X 4 inch X 4 inch)

INSTALLATION OF PAPER ROLL IN VVPAT

- a) Open the Paper Roll compartment by opening the side latches and by lifting the top cover. Observe the Paper Roll Compartment which holds the Paper roll.
- b) Remove "Spindle" from its position by pulling towards upward direction.
- c) Insert "Spindle" into "Thermal Paper Roll".
- d) Place the "Thermal Paper Roll" with "Spindle" into its position (i.e Paper Roll compartment) and press it towards down.
- e) Insert "Thermal Paper Roll" edge into the "Guide -Paper Entry". Ensure that the plain paper should be on the top surface and the printed band should be on the lower Surface of the Paper.
- f) Move the paper into the slot by rotating the paper feed knob clockwise.

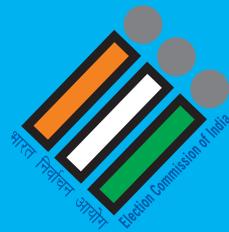


Paper Roll Installation steps





“No voter to be left behind”



भारत निर्वाचन आयोग
Election Commission of India
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