



**Part-B (Ballot Unit)**

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

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

**Annexure-AA**

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

**Part-B (Ballot Unit)**

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

**Annexure-B**

**(Physical Verification Report)**

Name of State/Union Territory:

Name of District:

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

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

**(Signature of District Election Officer)**

## **B. Method of storage of EVMs**

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

## **C. Procedure for opening/closing of warehouse.**

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

**Annexure-C**

**(Log Book)**

**Part- A (Control Unit)**

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

**Part-B (Ballot Unit)**

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

**MOVEMENT OF EVMs**

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

**Annexure-D**

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

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

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

1.....

2.....

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

**(Signature of District Election Officer)**

- ii. The order shall clearly state the purpose of movement, whether the movement is temporary or permanent, and if it is temporary, the period for which EVM is being sent out of the warehouse. The order shall also clearly state the name and designation of the officer who shall be receiving the EVM from the warehouse.

iii. On receiving the written order of the DEO, the warehouse in-charge shall identify the EVMs to be moved out and make an entry of the details of such EVMs in a movement register to be kept by him as given in the format in **Annexure -E**. If the EVM is being moved out permanently then an entry to that effect shall be made in the remarks column of MSR. The warehouse in-charge shall take a written acknowledgement from the officer who is receiving the EVM in the format given in **Annexure-F** as proof of having received the EVMs.

**Annexure-E  
(Movement Register)**

**Part- A (Control Unit)**

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

**Part-B (Ballot Unit)**

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

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

**Annexure-F**

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

.....

**(Signature of Receiver)**

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

**Annexure-G**

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

**(Signature of Warehouse-in-charge)**

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

**Annexure-H**

Name of State/Union Territory:

Name of District:

Name of sub-division/taluka:

Address of Warehouse:

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

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

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

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

**Annexure-I**

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

**(Signature of Warehouse-in-charge)**

**QUARTERY PHYSICAL VERIFICATION OF EVMs**

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

Yours faithfully,

**(K.N. Bhar)**  
**Under Secretary**