

By Speed Post

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

No. 51/8/7/2007-PLN-IV

Dated: 12th October, 2007

To

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

**Subject: Preparation of Electronic Voting Machines (EVMs) during
election(s)- regarding.**

Sir,

I am directed to say that the Commission has directed that the following steps may be followed in preparation and setting up of Electronic Voting Machines during election(s) in your state:-

1. The EVMs should be stored in properly guarded strong room. Returning Officer should ensure that a system is in place whereby only authorized persons have access to the EVMs and a proper record of the persons entering and leaving the storage area for EVMs is being maintained. The strong room should have double locking system and one key of the strong room should be kept with the District Election Officer (DEO) and other key should be with the Returning Officer (RO).
2. The RO shall ensure that intimation in writing is sent to all the contesting candidates well in time regarding the dates and venue of preparation of EVMs. He shall ensure that the signatures of the contesting candidates or their authorized agents are put on the seal at the stage of preparation of machines etc. A proper record of the candidates or their authorized agents who have put their signatures and those who have not done so should be maintained.

3. The Returning Officer shall test the machines for correct setting through an exercise similar to the mock poll in the presence of candidates or their authorized representatives.
4. The District Election Officer shall make random selection of EVMs for allocation to polling parties in every assembly segment within the Assembly Constituency.
5. At the time of preparation slide switch on the Balloting Unit may be secured with the help of transparent tape (except 2006-07 models of EVMs).
6. The Presiding Officers should give the unique numbers of EVMs used at a polling station to the polling agents.
7. The Presiding Officers should obtain the signature of candidates or their agents at the polling stations and keep the record of the same. The candidates or their agents should also be allowed to affix their signatures on the Green and Outer Strip Seal.
8. After the poll is over and the Presiding Officer seals the EVM, the candidates or their agents should be allowed to follow the vehicles carrying the EVMs to storage centres.
9. Immediately after the EVMs are received back from the polling stations and stored in the strong room, the room should be locked and sealed forthwith. The candidates, their election agents or authorized representatives may be permitted to affix their seals on the doors and windows of the storage place. If any of the candidate so desires, he may be permitted to post an agent to keep a watch from a considerable distance over the room where the machines are stored pending the counting of votes.

10. The instructions given in para 52, Chapter XIII of the Hand Book for Returning Officers 2007 (EVMs) and instructions issued vide letter no. 51/8/2001 Pln-IV dated 3.12.2001(copy enclosed) regarding sealing of the result section of the control unit of EVMs with strip seals by Presiding Officers at the polling stations should be followed scrupulously.

11. EVMs used for training are to be taken back and stored separately. They should, in no case, be used for poll.

The above instructions should be brought to the notice of all the Returning Officers, Presiding Officers and Observers during election(s).

The receipt of the letter may kindly be acknowledged.

Yours faithfully,

(K.N.Bhar)
Under Secretary