

**BY SPEED POST**

**ELECTION COMMISSION OF INDIA**  
**NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001**

**No.464/OBS/EVM/2007 PLN-IV**

**Dated: 12<sup>th</sup> October, 2007**

**To**

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

**Subject: Protocol for Security Measures for Electronic Voting Machines during  
election(s)- regarding.**

Sir,

I am directed to forward herewith the instructions relating to security measures for Electronic Voting Machines to be used for the election(s) in your State. These instructions have been prepared from the point of view of strategy for ensuring the security and safety of EVMs.

2. The district administration, particularly the District Collector/ Deputy Commissioner, who is also the District Election Officer, shall ensure that these instructions are complied with in letter and spirit. Needless to add, any laxity in implementing these instructions will be viewed seriously by the Commission.

3. Kindly ensure delivery of these instructions to all District Collectors /DEOs /ROs /AROs / Observers during election(s) and acknowledge receipt.

Yours faithfully,

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

## **Security Measures for Electronic Voting Machines**

### **1. Pre-Poll**

- i. The Observers deputed by the Commission on their arrival in the district shall inspect along with the DEO and RO the storage center for the EVMs in the district and randomly check the stock register with the stock stored. Thereafter, the storage centre will be sealed by the DEO and RO with double locks in presence of Observer. The keys of one lock will be kept with the RO concerned and the keys of the second lock shall be kept with the DEO.
- ii. To streamline the security of these EVMs, following measures are to be taken:
  - a. Detailed log of machines indicating the number of balloting and control units to be prepared.
  - b. Test check report to be entered in each log book against every EVM entry.
  - c. EVMs requiring repair (i.e. opening of their control or balloting unit) will be segregated and their details kept.
  - d. For such repaired machines where either the control unit or the balloting unit have been opened, details will be entered in log book specifying the repairs done and part(s) replaced.
  - e. Only the technicians from ECIL/BEL will work on the machines and keep a record of repairs carried out.
  - f. No outsider will be allowed inside the storage centres.
  - g. The machines that have undergone repairs will be kept aside and trial tests carried out on them before using them.
  - h. After complete checking, the EVMs will be placed under double lock with the seals of the DEO and the RO.

### **2. Preparation for the Poll**

- i. The machines will be prepared for poll by the ROs phase wise after the finalisation of list of candidates.

- ii. Preparation of machines to be done strictly as per the guidelines and in the presence of Observers and candidates or representatives of candidates (written notice to be served on them giving time and place).
- iii. DEOs/ROs/Observers shall ensure that representatives of political parties/candidates are informed of time and venue of EVM preparation. DEOs and ROs will be responsible for failure to involve political parties/candidates and the Observers. Observer will keep the Commission informed of any such lapse on part of the DEO/RO.
- iv. EVMs after preparation shall be kept in storage centres/dispersal centres.
- v. The prepared EVMs shall be kept under double-lock at the storage/dispersal centres.
- vi. In cases where these have to be transported to other locations outside the district headquarters where dispersal of polling parties have been arranged, the DEO/RO shall apprise the Observer, political parties and candidates and keep them informed of the movement plan. The candidates or their agents can follow the vehicles in which EVMs are carried. At such locations one Observer will invariably be responsible for checking the storage facilities, security aspects and the general plan for dispersal of polling parties. As per standard instructions referred to above, the EVMs at such places will also be kept under a double-lock arrangement with one key with the DEO and the other with the RO as the case may be. Armed security of at least a section strength, round the clock, shall be posted at all such dispersal centres.
- vii. Detailed plan for distribution of EVMs will be prepared by the DEO/RO and Observer will closely monitor the distribution.
- viii. Machines used for training shall not be used for poll. All such machines will be segregated and stored in a separate room under double lock, again with one key with DEO and other with the RO.
- ix. Commission's instructions No.464/OBS/EVM/2006 PLN-IV dated 29<sup>th</sup> December, 2006 (copy enclosed) should be complied with for ensuring the movement of EVMs by Zonal/Sector/Area Magistrates.

### **3. Standard Security measures:**

- i. Two cordoned security, round the clock, one outer and one inner – outer of State Armed Police, inner of CPMF (if available) otherwise also of State Armed Police for strong rooms- i.e. after polling.
- ii. Guard the storage centres (i.e. inner cordon) with Armed Police of at least one section strength, round the clock.
- iii. Systems of double lock from the day the Observers arrive- one key kept with District Election Officer, another with Returning Officer concerned.
- iv. Register for movement inside the campus where EVMs stored.
- v. Register for movement inside the store rooms.
- vi. Arrangements at counting centres as per standing instruction, except that Armed Police will have to guard the locations.
- vii. DEOs/SPs personally responsible for any lapse in arrangement and security.

### **4. Post-poll arrangements**

- i. After poll, the EVMs are kept in strong rooms at the counting centres for which detailed instructions already exist. These shall be followed strictly.
- ii. State Armed Police/CPMF will guard all strong room without any exception- make two cordons as mentioned in para 1.
- iii. Necessary fire fighting equipments shall also be installed around all Strong room to meet any exigency.