

IMMEDIATE
By Special Messenger/By Speed Post/Camp Bag

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

No.479/INST/2012-CC&BE
To

Dated: 7th July, 2012

1. The Returning Officer for the Presidential Election and Secretary General, Rajya Sabha, Room No.29, Parliament House, New Delhi.
2. The Assistant Returning Officers (Through Chief Electoral Officers)
3. The Chief Electoral Officers of all the States and NCT of Delhi and UT of Puducherry.

Sub:- Presidential Election-2012-Comprehensive Guidelines for RO/AROs/CEOs reg.

Sir,

I am directed to state that the Commission has decided that following steps may be taken by the Returning Officer and all Assistant Returning Officers and Chief Electoral Officers during the ongoing Presidential Election, 2012, for the smooth conduct of election and for safety of the election material at their HQ and during transit.

- 1. Printing of Ballot Papers:** - All the Chief Electoral Officers, who are printing ballot papers at their level will co-ordinate with the respective State Government Press for printing of ballot papers as per the sample approved by the Commission at the earliest. The officer of these CEOs' office who will come to Election Commission of India on **15.7.2012** to receive the ballot box shall bring one pad containing 25 ballot papers from the end of the series of the ballot papers.
- 2. Collection of Election Material:** - The officers deputed by the Chief Electoral Officers and by the Assistant Returning Officers shall carry an authorization letter from the respective CEO and/or ARO and shall carry their personal ID Card if any issued. The CEOs shall issue instruction to the State Bhawans/Sadans/Guest Houses located at New Delhi for proper security and transport of the material from Commission to the respective Bhawans (if necessary) and to Airport/Railway Stations. For this purpose, the CEO will make a detail tour plan for such officials and intimate the Commission and their respective AROs and will make necessary security arrangement from the Airport/Railways Stations at their State HQs to the places identified for storage of such material. AROs shall identify a proper room for the storage of ballot box and ballot materials which

will be properly secured and sealed. Where such deputed officials are moving by road/by Railways, the security personnel shall be attached with the official concerned who would travel in the same car/train through out the journey.

- 3. Safe Custody of Election Material:** - Once the officials carrying the election material reach State HQ they should be straight away escorted to the place of storage and the deposit of ballot boxes/material and sealing of the room shall be done in the presence of ARO concerned. The CEOs shall ensure that the key of the storage room is in the custody of ARO till the room is opened on the poll day for carrying the ballot box/material to the place of poll. The States which are getting the ballot papers printed by themselves may stores the entire election material together at one place.
- 4. Inspection of Place of Poll:** - The Chief Electoral Offices will make a visit to the respective Assembly to verify the place of poll and see whether the arrangements have been made according to the instructions laid down by the Commission particularly with respect to the placing of Ballot Box. The ballot box is required to be placed in such a position so that if any elector violated the secrecy of vote the Presiding Officer should be in a position to take back the ballot paper and cancels it. If the Presiding Officer fails to act in time and any elector puts his ballot paper in the ballot box after violating the secrecy, it will result in a tedious process of identifying such ballot paper with the help of counterfoil and segregating it during the counting of votes. After satisfying about the arrangement of place of poll all CEOs are required to furnish a report to the Commission by **5.00 P.M. of 18th July, 2012** by fax (Fax No. 23052084) or e-mail (e-mail-knbhar@eci.gov.in) positively to that effect.
- 5. Safe Custody of polled ballot box:** - Once the election is over the ARO will keep the polled ballot box alongwith other connected papers in the place of poll itself, if found fit for this purpose, duly sealing the lock as per procedure for storing the polled election material in a Strong Room. This may be done in presence of the representatives of the candidates except where such materials are required to be moved out immediately for transporting to airport after the poll is over. Where the polled ballot box etc. are required to be moved out immediately after the poll, the candidates' representative may be informed of the arrangement and may be allowed to follow the vehicle in which such polled materials are transported to the Airport/Railway Station. The representatives of the candidates can even follow

the officer who is carrying the polled ballot box even during his flight/rail/road journey to New Delhi if they wish.

6. Transportation of polled Ballot Boxes to Parliament House: - Though all the AROs have been instructed to carry the polled ballot box personally to the Parliament House, New Delhi, the Commission desires to involve the CEOs to play a co-coordinating role in the safe and timely movement of polled ballot boxes. For this purpose the CEOs have already been asked to make a contingent plan in co-ordination with the respective AROs to ensure the arrival of polled ballot boxes on **20th July, 2012** without fail. In each case the polled ballot boxes are required to be escorted by the Security Personnel from the places of storage to Airport/Railway Station. All AROs should note that they should book a separate seat for keeping the polled ballot boxes on the seat next to the seat of the officer who carries the ballot box. They should inform the Airlines concerned well in advance so that seats are blocked for the purpose. Under no circumstance, the polled ballot box can be brought as a checked-in baggage and it shall be carried only as a Hand Luggage with a separate seat (adjacent seat) having been blocked for the purpose. The Officers bringing such polled ballot box should not book any luggage in the flight and carry their personal luggage also as hand luggage so that they do not need to wait at conveyer belt for collection of luggage. At New Delhi, separate arrangement has been made by the Returning Officer to provide security to escort the polled material from Airport/Railway Station to Lok Sabha, New Delhi, and for this purpose the travel plan with polled material is required to be intimated in advance to the RO and the Commission. .

The above instructions of the Commission may kindly be brought to the notice of all concerned for strict compliance.

Yours faithfully,

(K.N. BHAR)
SECRETARY