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

No.51/8/7/2017-EMS

Dated: 30th August, 2017

To

1. The Chief Electoral Officers of All States and Union Territories.
2. The Chairman-cum-Managing Directors of
 - a) Bharat Electronics Limited, Bangalore; and
 - b) Electronics Corporation of India Limited, Hyderabad.

Subject: Instructions on EVMs & VVPATs Regarding.

Sir/Madam,

The Commission had constituted a Working Group to revisit the existing administrative protocols for storage, transportation, stock-management etc. of EVMs and VVPATs to ensure end-to-end security protocol for safe, smooth and transparent movement of EVMs and VVPATs and their use in transparent manner. Considering the report of the group, the Commission has directed that henceforth, in addition to the existing instructions the following instructions shall be followed-

1. **Transportation of EVMs & VVPATs:** For any transportation of EVMs/VVPATs from one place to another (i.e. from factory to States, Inter-State, Intra-State etc.), following protocols shall be strictly followed:
 - (a) Movement of EVMs & VVPATs should mandatorily be done through EVM Tracking Software (ETS).
 - (b) Containerized trucks or sealed trucks on which proper locking arrangements can be made shall only be used for transporting EVMs and VVPATs, so that these could be locked and sealed with paper seals.
 - (c) All trucks transporting EVMs/VVPATs shall be sealed with lock and paper seals.
 - (d) Vehicles with GPS tracking only should be used for movement of EVM/VVPAT.
 - (e) Political Parties shall be informed in advanced about opening, stocking & sealing of warehouses while shifting EVMs and VVPATs. However, if no representative attends, the work should not stop.
 - (f) DEO to video-graph the whole process of transfer/receipt of EVM.

(i) Transportation from Factory to State

- (a) GPS tracking of vehicles shall be monitored on daily basis by the District Election Officers and randomly monitored by the Chief Electoral Officers. A daily monitoring report shall be sent by the Chief Electoral Officer to the Commission.
- (b) For transportation of EVMs/VVPATs (newly manufacture or repaired) from factory to State, transportation arrangements shall be done by the manufacturers. The transportation charges for shifting of repaired EVMs/VVPATs from factory to State/UT allocated by the Commission shall be borne by the State/UT concerned.
- (c) Manufacturers shall undertake Due Diligence for empaneling/engaging transport companies for transportation of EVMs/VVPATs.
- (d) Consignee State/UT shall depute its official at factory with security personnel from their State and follow the security protocol for Inter State transfers.

(ii) Inter State Transportation

- (a) A nodal officer at State as well as District level shall be appointed for constant coordination for smooth transportation of EVMs in donor and borrower States.
- (b) As far as possible, the CEOs shall ensure the location of districts for collection of EVMs/VVPATs by borrowing State are in a cluster or on the same route.
- (c) DEOs shall ensure that neither defective nor 'EVMs/VVPATs under conflict in ETS' are transferred to the borrowing State.

(iii) Intra State Transportation

- (a) Intra-district allocation as well as inter-district allocations to be done as per existing instructions only.
- (b) All movements of EVMs/VVPATs shall be done through ETS and with prior permission of the Commission.
- (c) In case of exigencies like flood or fire the CEO/DEO may shift the EVMs/VVPATs under intimation to the Commission and also take post facto approval.
- (d) DEOs will ensure appointment of team to accompany the truck for transporting EVMs/VVPATs, arrangement of district transport, arrangement for proper handing over and receipt of EVMs/VVPATs.

2 Storage and Security Arrangements for EVMs & VVPATs

- (a) The authorised representatives of Political Parties shall be allowed to witness the Annual Physical Verification of EVMs & VVPATs.
- (b) Duty Register of persons engaged in physical verification to be maintained. This register shall be preserved for 5 years.
- (c) **For warehouses at district headquarters, there shall be a double-lock system. The Keys shall be in custody of DEO & Dy. DEO, each having one key.** Handing over and taking over of keys to be a part of CTC.
- (d) Main switch of the warehouse/strong room should be installed outside the warehouse/strong room and the electricity be disconnected after sealing the warehouse/ strong room to avoid short circuiting. No externally powered unit should be installed or kept inside the strong room.
- (e) After opening the strong room for counting of votes, complete videography of taking out/bringing back of Control Units shall be done. Agents of candidates should also be allowed to watch strong room through CCTV coverage.
- (f) A log book must be maintained for the persons who have been allowed/deputed to view the CCTV.
- (g) The minimum security requirement for strong room of polled EVMs must be One Platoon. A logbook shall be maintained during the said period.
- (h) 24x365 Police Security of EVM/VVPAT warehouses. In addition, CCTV from start of FLC till EP completion period.
- (i) Security: Non Poll (Post EP to FLC) – Minimum 1/2 Section
 FLC to Polling – Minimum 1 Section
 Poll to EP - Minimum 1 Platoon

3. Randomizations of EVMs & VVPATs: Randomizations of EVMs & VVPATs shall be done through ETS only.

4. Preparation of EVMs & VVPATs (Candidate Setting)

- (a) In the written invitation, conveying schedule for preparation of EVMs/VVPAT to be sent to the Candidates, it shall be mentioned that they/their representatives must be

present to oversee preparation of EVMs/VVPATs and actively participate in the mock poll process.

(b) Manufacturers shall provide Protocol/checklist on preparation of EVMs/VVPATs to DEO/RO beforehand for proper watch on work of Engineers.

(c) Manufacturers shall also depute Sr. Level Engineers at State and District levels for supervision and coordination during preparation of EVMs/VVPATs.

5 Replacement of defective EVMs & VVPATs on Poll Day

a) **Blue** self-adhesive stickers (3"X2") with the words 'Replaced EVM' or 'Replaced VVPAT', shall be pasted on the Green Sticker pasted on EVM/VVPAT replaced during poll, for identification.

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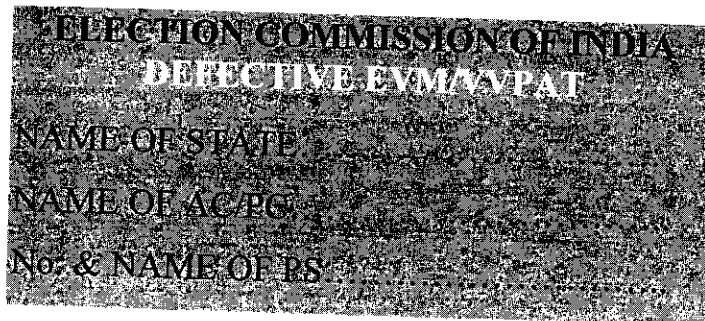
NAME OF STATE.....

NAME OF AC/PC.....

No. & NAME OF PS.....

(Sample of Blue Sticker)

b) **Red** self-adhesive stickers (3"X2") with the words 'Defective EVM' or 'Defective VVPAT', shall be pasted on the Green Sticker pasted on the EVM/VVPAT found defective after FLC and before start of poll for identification.



(Sample of Red Sticker)

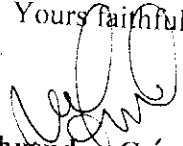
c) Returning Officers shall be responsible for ensuring pasting of these stickers.

6 Repairing of defective EVMs & VVPATs

- (a) No EVMs/VVPATs, whether defective or defect-free, shall be transported during the period from commencement of Candidate Setting to the Counting day except the EVMs/VVPATs required to be transported for use in polls in subsequent phases. In such case, the political parties/candidates shall be informed in writing conveying the purpose of shifting of such EVMs/VVPATs.
- (b) All Defective EVMs/VVPATs not used in the poll shall be stored in a separate room/warehouses, preferably in a separate campus, if possible, and shall never be stored along with **working EVMs/VVPATs**.
- (c) EVMs/VVPATs found defective during FLC shall be sent to the manufacturers for repair within **7 days** of completion of FLC in that district. The CEO shall coordinate and club defective EVMs/VVPATs of multiple districts for despatch to the factory.
- (d) EVMs/VVPATs found defective during candidate setting or mock-poll on poll day shall be stored in a separate warehouse, however, EVMs/VVPATs found defective after mock-poll (i.e. during actual poll) on poll-day shall be stored alongwith polled EVMs/VVPATs.
- (e) POST ELECTION REPAIRS: After election all the defective EVMs & VVPATs shall be sent to the respective factory for repairs.
- (f) After repairs are carried out, the testing protocol for all repaired machines shall be exactly the same as for new EVMs/VVPATs.

One Officer in the office of Chief Electoral Officer (Addl./Jt./Dy. CEO) shall exclusively be an 'EVM Officer', preferably with the technical knowledge.

Yours faithfully,


(Madhusudan Gupta)
Under Secretary