



सत्यमेव जयते

Compendium of Instruction

Volume-IV



भारत निर्वाचन आयोग
Election Commission of India

Nirvachan Sadan, Ashoka Road, New Delhi-110001

"No voter to be left behind"

Compendium of Instructions

Volume – IV

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168.	1.11.2011	491/SVEEP/2011 (NVD)	National Voters' Day (25 th January) 2012 – reg.	505-507

A – CONDUCT OF POLL

INSTRUCTION SI. No. 1

Election Commission's letter No. 576/3/98-JS-II dated 03.02.1998 addressed to Chief Secretaries of all States and UTs.

Subject: Possession of arms near the polling station – restriction.

The Commission wishes to bring to the notice of all concerned the provisions of Section 134 B of the Representation of People Act, 1951, as inserted by the R.R (Amendment) Act, 1996, whose underlying intention is to ensure that, except those expressly permitted by that section, no one else carries any arms or indulges in show of arms in polling stations or in their vicinity (an areas within a radius of 100 meters from the polling booth), so that the conduct of elections can take place in a free and fair manner without any intimidation of voters, or threat perception to them or they being overawed by large posse of security personnel carrying arms.

2 To facilitate the understanding of the issue, Section 134B is reproduced below : "Prohibition of going armed to or near a polling station —

(1) No person other than the returning officer, the presiding officer, any police officer and any other person appointed to maintain peace and order at a polling station who is on duty at the polling station, shall, on a polling day, go armed with arms, as defined in the Arms Act, 1959, of any kind within the neighbourhood of a polling station.

(2) If any person contravenes the provisions of sub-section (1), he shall be punishable with imprisonment for a term, which may extend to two years or with fine or with both.

(3) Notwithstanding anything contained in the Arms Act, 1959, where a person is convicted of an offence under this section, the arms as defined in the said Act found in his possession shall be liable to confiscation and the licence granted in relation to such arms shall be deemed to have been revoked under section 17 of that Act.

(4) An offence punishable under sub-section (2) shall be cognizable".

3. It is seen from time to time that during the poll process, candidates and/or supporters of candidates, who are recipients of security extended to them by the State authorities, enter polling Stations or go within the neighbourhood thereof accompanied by their security personnel. This is in clear contravention of the Provisions laid down in 134B of the R.R Act, 1951.

The Election Commission, therefore, directs that no person, be he a recipient of any form of security from any quarter, should enter into any polling station or go within its neighbourhood, accompanied by such security personnel. Neighbourhood of a polling station should be construed to mean an area within a radius of 100 meters from the polling booth, on the analogy of Section 130 of the R.R Act, 1951. The security agencies in charge of extending security must therefore, recast security plans accordingly. It would be the duty of those in charge of the election to ensure that the provisions of the above quoted section 134B of the R.R Act, 1951 are strictly enforced and no security personnel attached to any person (i.e., any candidate, any of his agents, workers, supporters, or even any elector) enter into any polling station or are found in the neighbourhood of the polling station. The same restrictions should also apply in relation to entry into counting centers and in the neighbourhood of the counting centers. Candidates usually carry out most of their campaigning activities through their election agents, particularly, where the

candidates are important leaders of their party and have to campaign for their party elsewhere than in the State and constituencies, from where they themselves are contesting. Therefore, the candidates, in their own interest, would be well advised not to appoint any person as their election agent who is recipient of any form of security cover by the State which requires him to be accompanied by security personnel carrying arms. This would ensure all election agents to move about freely to look after interests of their candidates during the campaign period, the day of polling and the day of counting.

INSTRUCTION SI. No. 2

Election Commission letter No.576/12/99-JS-II, dated 18.08.1999 addressed to The Chief Electoral Officers of all States and Union Territories

Subject: Polling Agents not to be allowed to take away the copy of electoral roll outside the polling booth during the poll hours.

I am directed to state that in the Conference of the Chief Electoral Officers held at Nirvachan Sadan, New Delhi, on 22nd July, 1999, a proposal was mooted by CEO, Uttar Pradesh that Polling Agents should not be allowed to take away their copies of electoral roll outside the polling booth during polling hours.

2. It was pointed out that during the previous elections, there were instances when the polling agents took away their copies of electoral rolls, duly marked, outside the polling booths and sometimes the same was used to depute persons to impersonate electors who did not cast their votes.

3. The Commission has considered the above proposal and has directed that polling agents shall not be permitted to take their marked copy of electoral rolls outside the polling booth during polling hours, for any reason whatsoever, he should be permitted to leave the booth only after he hands over the list of the electoral roll to the Presiding Officer.

4. The above directions of the Commission should be brought to the notice of the R.Os./D.E.Os., Presiding Officers, Polling Officers, Polling Agents and other election related authorities for their information and strict compliance.

5. Receipt of this letter may kindly be acknowledged.

INSTRUCTION SI. No. 3

Election Commission's letter No. 576/3/2004/JS-II, dated 11.05.2004 addressed to the Chief Electoral Officers of all States and Union Territories

Subject: - General Election to the House of the People, 2004 — violation of the provisions for maintenance of secrecy of voting -Instructions - Regarding.

I am directed to forward herewith a copy of the Commission's Order dated 11th May, 2004 on the subject cited. The Commission's directions therein may be brought to the notice of all Returning Officers and other election related authorities for necessary action.

Kindly acknowledge receipt.

INSTRUCTION SI. No. 4

Election Commission's letter No.464/INST/2005/PLN-I, dated 28.01.2005 addressed to the Chief Electoral Officers of Bihar, Haryana and Jharkhand

Subject: State Assembly Elections, 2005 - Issue of Photograph/Identity Card to the Polling Agents

I am directed to invite your attention to the instructions contained in Para (b) of the Commission's letter No.464/INST/2005/PLN-I, dated 25.01.2004, which said:-

"The candidate shall appoint only those persons as their polling/counting agents who are registered electors and who have an Electoral Photo Identity Card (EPIC) or any other document issued by the government or any government agency which bears his/her photograph and establishes his/her identity. All polling/counting agents shall display the EPIC or said identification document prominently on person on the day of poll or counting for easy and quick identification."

Various representations have been received in the Commission from political parties/candidates saying that sometimes they find it difficult to get adequate number of suitable persons for appointment as polling agents. At times, the selected persons do not have Electoral Photo Identity Cards (EPIC) or any other document issued by the government agency which bears their photograph and establishes their identity. The political parties have, therefore, requested the Commission to make some other alternative arrangements for issuing some kind of photographed identity card to such persons and allow them to act as polling agents.

The Commission has considered the request and decided that in the circumstances described above, the candidates or their elections agents will make a formal request, in writing, to the Returning Officer/Assistant Returning Officer furnishing therewith two copies of passport sized photograph of the prospective polling agent at least two days before the date of the poll. The Returning Officer/Assistant Returning Officer will then issue a photographed identity card to the person to enable him to act as a polling agent. The polling agent will be required to produce this identity card alongwith his appointment letter in Form-10 before the Presiding Officer to enter the specific polling station and act as polling agent.

INSTRUCTION SI. No. 5

Election Commission's letter No.PS/AK/2005, dated 10.09.2005 addressed to the Chief Electoral Officers of Bihar, West Bengal, Uttaranchal and Haryana *[Further modification in these instructions have been issued vide Commission's letter No. PS/AK/2005, dated 13.10.2005 (Item No.182)]*.

Subject : Movement of Patrolling Magistrates/Sector Magistrates between various polling stations on the day of poll and making an entry in the 'Visit Sheet'

The Commission has desired that various Patrolling Magistrates Sector Magistrates will keep oscillating between various polling stations allotted to them on the day of poll to supervise the conduct of poll and make an entry in the 'Visit Sheet' (as enclosed with this letter) to be kept with the Presiding Officer on the day of poll.

Similarly, Zonal Magistrates, DEOs, ROs, AROs and Observers whenever they visit any polling station, shall also make entry in the aforesaid Visit Sheet. This Visit Sheet shall be sealed by the Presiding Officer in a separate cover and deposited as non-statutory cover after the end of the poll. The cover should superscribe 'Visit Sheet' on the day of poll dated _____. All DEOs shall make necessary arrangements to supply the Visit Sheets & covers to polling parties along with other material. All DEOs, ROs shall also cover these instructions at the time of training of Presiding Officers.

This may kindly be communicated to all DEOs, ROs, Presiding Officers and Observers immediately.

VISIT SHEET

Day of Poll: _____

Name and Number of Assembly : _____

Name and Number of Polling Station : _____

Number of Electors : _____

Sl. No.	Name & Designation of the officer visiting (Observer/DEO/RO/ERO/ Sector Magistrate/ Zonal Magistrate/ Patrolling Magistrate)	Time of Visit	Brief description of polling process (Peaceful/Incidents, if any)	Number of votes polled till the time of visit	% polled till the time of visit	Remarks, if any	Signature of Officer

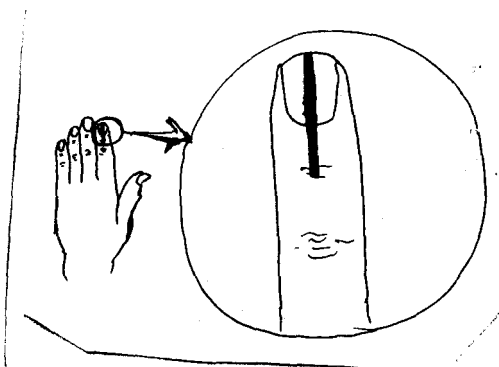
Signatures of Presiding Officers
(with date)

INSTRUCTION SI. No. 6

Election Commission's letter No. 54/2/2005/PLN-IV, dated: 09.01.2006 addressed to the Chief Electoral Officers of all States and Union Territories

Subject: Application of indelible ink on electors finger - regarding.

I am directed to state that the Election Commission has decided that in all elections to be conducted after 1.2.2006, the indelible ink will be applied on voter's finger as a line from the top end of the nail to the bottom of the first joint of the left fore finger as shown in the diagram below.



2. M/s Mysore Paints and Varnish Limited, the manufacturer of indelible ink, has intimated that approximate quantity of indelible ink for each booth covering 1400 voters would be 10ml x 2 bottles. A copy of the letter from M/s Mysore Paints and Varnish Limited in this regard is also enclosed herewith.

3. Therefore, requirement of indelible ink may be assessed and procured accordingly for future elections.

4. A copy of these instructions may be sent to all District Election Officers, Returning Officers and Assistant Returning Officers. These instructions may be brought to the notice of all Presiding Officers and Polling Officers at the time of elections.

INSTRUCTION SI. No. 7

Letter No.464/INST/2006/PLN-I Dated: 20th April, 2006 addressed to the Chief Electoral Officers, Keral, Tamil Nadu, West Bengal and Pondicherry.

Subject : General Elections to State Legislative Assemblies 2006 – Prevention of electioneering within the prohibited area around polling stations – Instructions regarding use of Cellular Phones.

It has come to the notice of the Commission through media reports that election authorities in some of the states are not aware of its instruction No. 464/INST/98/PLN-I, dated 14.02.1998 regarding prevention of electioneering within the prohibited area around the polling stations on the date of poll and to maintain law and order in the counting centers at the time of counting of votes mentioned in Compendium of Instructions on Conduct of Election 2004 at item No. 167. It is once again reiterated that the instructions contained in the above referred order may be scrupulously followed and no cellular phones, cordless phones, wireless sets etc. in any case, be allowed in side the polling stations and counting centres during the General Elections to State Legislative Assemblies, 2006.

These restrictions, however, will not apply to the officers in charge of law and order and security personnel put on duty as well as observer appointed by the Commission and the officers in charge of counting centre.

The implementation of the above instructions shall be ensured by the `Returning Officers and it shall be their personal responsibility that there is no deviation from the Commission's instructions.

INSTRUCTION SI. No. 8

Election Commission's letter No. 464/INST/2007-PLN-I Dated: 8th January, 2007 addressed to the Chief Secretaries and the Chief Electoral Officers of all States and Union Territories.

Sub: Restrictions on presence of political functionaries in a Constituency after the campaign period is over.

Under Section 126 of the Representation of the People Act, 1951, in the period of 48 hours ending with the hour fixed for the close of poll, the campaign will come to an end.

2. During the course of campaign in bye-election, the political parties mobilize their supporters, including from outside the constituency of poll, in order to bolster that campaign. In view of the fact that after the closure of campaign period no campaign can take place within the constituency, presence of political functionaries / party workers / procession functionaries / campaign functionaries etc., who have been brought from outside the constituency and who are not voters of the constituency, should not continue to remain present in the constituency as their continued presence after campaign ends may undermine the atmosphere for free and fair poll.

3. Hence the Commission has directed that after the campaign period is over, the district election administration / police administration shall ensure that all such functionaries leave the constituency immediately after the campaign period is over. This shall be brought to the notice of all political parties, candidates and their agents in order to enable them to comply.

4. The Commission further directs that in order to ensure that the above instruction is carried out, the election administration / police administration may take all necessary measures which may include:

1. Checking of kalyan mandapams / community halls etc., where such people are kept housed and find out whether the outsiders have been accommodated in these premises.

2. Verification of lodges and guesthouses to keep a track of the list of occupants.

3. Set up check-posts in the constituency borders and track the vehicular movement from outside the constituency.

4. Verify the identity of the people / group of people in order to find out whether they are voters or not and establish their identity.

5. This may be brought to the notice of all concerned and ensure strict compliance. Action taken in the matter may be informed to the Commission.

INSTRUCTION SI. No. 9

Election Commission's letter No.464/INST/2007/PLN-I Dated: 12th January, 2007 addressed to the Chief Secretaries and Chief Electoral Officers of all States and Union Territories.

Sub: Preventive measures near polling booth on poll day-Setting up of Election Booths by Candidates/Political Parties.

The Commission has issued various instructions on Preventive measures near polling booths and setting up of election booths by the candidates/political parties from time to time. Important aspects of these instructions are reiterated below:

1. No booth shall be set up within a distance of 200 metres from the Polling Station. Even where more than one polling station has been set up in the same Polling Station Location or premises, there shall be only one booth of a candidate for such group of Polling Stations beyond a distance of 200 meters from such premises.
2. Only one table and two chairs shall be provided at each such booth with an umbrella or a piece of tarpaulin or cloth to protect the two occupants of those chairs at the booth from weather conditions. Such booth shall not be enclosed by Kanats or tentage, etc.
3. Each candidate wishing to set up such booths shall intimate, in writing, in advance, to the Returning Officer, the names and Sl. Nos. of the Polling Stations where such booths are proposed to be set up by him. He shall also obtain the written permission of the concerned Government authorities or local authorities like Corporations, Municipalities, Zilla Parishads, Town Area Committees, Panchayat Samitis etc., under the relevant local laws before setting up of such booths. Such a written permission must be available with the persons manning the booth for production before the police/election authorities concerned on demand.
4. Such booths shall be used only for the sole purpose of issuing unofficial identity slips to electors. These unofficial identity slips shall be printed strictly in accordance with the instructions of the Commission on the subject without the name or symbol of the candidate or the name of the political party.
5. Only one banner to display the name of the candidate, his party and the election symbol allotted to him shall be allowed at each such booth, provided that such banner shall not be more than 3 feet by 4½ feet in length and breadth. Any banner set up in violation of this restriction will be removed by authorities maintaining the law and order.
6. No crowds shall be allowed to collect at such booths in any circumstances, nor shall any person who has already cast his vote at the polling station be allowed to come to the booth. This would be evident from the indelible ink mark on his left forefinger or any other finger as specifically prescribed for that election for the constituency in which the polling station is located.

7. The persons manning the booths shall not cause any obstructions whatsoever in the way of electors proceeding to the polling stations or prevent them from going to the booths of other candidates or create any other sort of hurdles whatsoever in the right of voters to exercise their franchise according to their own free will. More specifically, no elector shall be influenced in any way whatsoever to either come and collect the unofficial identity slip from the particular booth or if he comes to such booth of his own accord to vote in favour of or against any party / candidate contesting the election.

8. The Commission hereby warns all concerned that any violation of the above directions will be viewed by the Commission with the utmost gravity and most stringent action possible under the law, including but not restricted to the removal of such booths forthwith will be taken against the candidates and / or their agents / workers responsible for any such violations.

9. If any officer is found to have failed to take prompt and expeditious action to ensure the strict compliance of the abovementioned directions, he will render himself liable to strict disciplinary action apart from any penal action as may be called for against him for failure to discharge the official duty. (Please refer to Commission's instruction No.464/INST/98/PLN-I dated 12.02.1998)

10. In order to prevent electioneering at the Polling Stations on the date of poll and to maintain law and order in the counting centers at the time of counting of votes, the Commission hereby directs that no person other than authorized election and police officials shall be allowed to either carry or use cellular phones, cordless phones, wireless sets, etc., in the 100 meter perimeter of the Polling Stations described as the "Polling Station Neighborhood" and within the polling booth.

11. These instructions shall be brought to the notice of the candidates, their election agents and all political parties for their information and strict compliance. A press note in this regard may also be issued for the information of the general public.

INSTRUCTION SI. No. 10

Election Commission's letter No.464/INST/2007/PLN-I Dated : 24th February, 2007 addressed to the Chief Electoral Officers of all States and Union Territories.

Subject: Restrictions on persons having security cover to become Election/Polling/Counting Agent-regarding.

The Commission has, in the past, issued various instructions from time to time on the appointment of MPs, MLAs and other persons having security cover as election/polling/counting agents, during General Elections/Bye-elections. For convenience of all concerned, these instructions have now been consolidated which are as under:

1. Section 134(B) of the Representation of the People Act, 1951, provides as under:-

"Prohibition of going armed to or near a polling station –

(1) No person, other than the Returning Officer, the Presiding Officer, any Police Officer and any other person appointed to maintain peace and order, at a polling station who is on duty at polling station, shall, on a polling day, go armed with arms, as defined in the Arms Act, 1959 (54 of 1959), of any kind within the neighborhood of a polling station.

(2) If any person contravenes the provisions of sub-section (1), he shall be punishable with an imprisonment for a term which may extend to two years, or with fine, or with both.

(3) Notwithstanding anything contained in the Arms Act, 1959 (54 of 1959), where a person is convicted of an offence under this Section, the arms as defined in the said Act found in his possession shall be liable to confiscation and the license granted in relation to such arms shall be deemed to have been revoked under section 17 of the Act.

(4) An offence punishable under sub-section (2) shall be cognizable." Neighborhood of a polling station should be construed to mean an area within a radius of 100 meters from the polling booth on the analogy of Section 130 of the Representation of the People Act, 1951.

2. A tendency has been observed on the part of some candidates to appoint a sitting Minister/M.P/M.L.A as their Election/Polling/Counting Agents. These persons generally have security cover provided to them by the State/Security Agencies. In view of the embargo placed by Sections 130 and 134(B) of the Representation of the People Act, 1951, no security personnel deployed as security cover to the said persons can move around the polling stations which, in turn, restricts the movement of the Minister/MP/MLA or any other person being covered by them, defeating the very purpose for which an election /polling or counting agent is appointed.

3. On several occasions in the past, requests had been received by the Returning Officers from the above category of persons to allow them to relinquish the security cover provided to them in order to enable them to act as Election/Polling/Counting agents. The Commission cannot allow an MP/MLA/any other person to surrender his

security, which was provided to him by the State/Security Agency after duly assessing the needs of such security cover.

4. The aspect that a recipient of such security cannot be allowed to deliberately jeopardize his own security should be kept in view by all the Returning Officers/Presiding Officers at the time of approving of the appointments of Election/Polling/Counting Agents.

5. This may be brought to the notice of all Returning Officers, Assistant Returning Officers, Presiding Officers, Political Parties and the candidates.

6. The receipt of this letter may kindly be acknowledged.

INSTRUCTION SI. No. 11

Election Commission's letter No. 464/UP-LA/2007 Date: 25.10.2007 addressed to the Chief Secretaries and Chief Electoral Officers of all States and Union Territories.

Subject: Role of CPF and State Police in conduct of polls – Regarding.

I am directed to state that during elections the Commission deploys significant number of Central Paramilitary Forces into the election going State(s) on the basis of its assessment of the ground realities. The Local State Police (including all its variants) and Central Paramilitary Forces at the time of elections stand deputed to the Election Commission of India and they come under its superintendence and control for all purposes. The Commission conducts election with the help of all these organs.

2. Wherever the CPF arrives in advance for area domination, it shall take out flag marches, point patrolling and other confidence building activities. On the poll-eve (day prior to the poll) the CPF shall take position in and control of the respective polling stations. On the day of the poll, the CPFs shall be primarily responsible for protecting the polling stations and regulating the entry inside the polling stations. One jawan of the CPF party shall be deployed at the door of the polling station (either in static or oscillating mode) in order to observe the proceedings that are going on inside the polling station, as per the directions of Hon'ble Supreme Court. Besides, the Coy. Commanders of CPFs will also move in their respective polling station areas as an area domination force and confidence building measure in the catchment area of polling stations. In case CPF has not reached the assigned polling station due to any reason, the poll shall not commence.

3. The Local State Police shall remain responsible for maintenance of the general law and order in the catchment area of the polling stations, as well as the inside and outside of the polling premises (as different from polling stations). Whenever, the Local State Police gets deployed inside the polling premises, they shall station themselves at a reasonable distance from the polling station and the queue of electors. It is advised that one or two unarmed Local State Police persons/Home Guards be posted at each polling premises so that in case required, reinforcement could be called for. In any case, Local State Police shall not replace the CPF at the polling stations and no senior officer of the local state police, with or without contingent shall position himself at the polling station and exercise any supervision and control over the CPF at the polling station. The Local State Police, however, in exceptional circumstances can get deployed at polling stations, only if enough CPF is not available, and that too under specific instructions of the Commission through its observer.

4. Responsibility of maintenance of law and order shall rest solely with the local State Police. The Commission has instructed that hamlets/habitations within a polling station area that are vulnerable to threat, intimidation and undue influence shall be identified and all necessary confidence building and preventive measures shall be taken in advance. The Local State Police shall attach utmost importance to this task and shall also ensure that there is no hinderance to voters of such pockets in exercising their franchise on the day of poll.

5. After the poll is completed, the polled EVMs and the Presiding Officers shall be escorted by a contingent of CPF to the Reception Center. Details in this regard shall be worked out by the DEO and SP in consultation with Observer in advance.
6. The CPF shall also be responsible for guarding the Strong Room where the polled EVMs are stored and kept till the day of counting.
7. The Commission's instructions/directions as above shall be complied without any deviation. I am, therefore, to request that the aforesaid instructions/directions may be brought to the notice of all concerned including the observers immediately.

INSTRUCTION SI. No. 12

Election Commission's letter No. 464/INST/2007-PLN-I Dated: 25th October, 2007 addressed to the Chief Electoral Officers of all States and Union Territories

Sub.: Recording of particulars of identity proof produced by the voters in the Remarks column of Register of Voters (Form 17A) by the Polling Officer – Regarding.

In continuation of Commission's letter of even No. dated 12 October 2007, on the subject cited, I am directed to state that during the poll day in some cases it has been observed that the movement of voter's queue is slow in case of some polling stations perhaps due to the time taken by the second polling officer in filling up the Register of Voters (Form-17A) as well as preparing the "voters slip". In order to mitigate any such situation in subsequent phases, you are directed to ensure following:-

- (i) Printed blank voters slips must be there with all the polling parties,
- (ii) Only the last four digits of the EPIC/Identity documents should be entered in the Register of Voters (Form 17-A),
- (iii) Wherever needed (if the voters are more than 1200) additional polling officers should be deputed with the polling party. While deploying additional polling officers, care should be taken to select them on random basis, and
- (iv) A reserve of polling officers should be kept ready to rush out to any polling station which requires such assistance during poll hours. The Sector Officer should be able to identify such requirement quickly on their visit to polling stations and seek the assistance of returning officer in getting the additional hand when needed, from the pool of such reserve polling officers.

- 2 The aforesaid directions/instructions shall be brought to the notice of the District Election Officers, Returning Officers, Assistant Returning Officers, Polling Personnel, Observers and all other election related officers **immediately** for their information and strict compliance.

INSTRUCTION SI. No. 13

Election Commission's letter No.437/6/2007(INST)-PLN-III Dated : 12th November, 2007 addressed to 1. The Chief Secretaries of all States and Union Territories 2. The Chief Electoral Officers of all States and Union Territories

Subject: Instruction on the operation of temporary campaign office by the candidates during election period of General / Bye-Elections to the Lok Sabha and State Legislative Assemblies – regarding.

I am directed to state that during the period of General / Bye-Elections to the Lok Sabha and State Legislative Assemblies, the candidates of various parties including independent candidates set up and operate temporary offices for the purpose of local campaign. A question has been raised regarding the conditional ties under which such temporary party offices can be allowed to set up and operate.

The Commission, after taking into consideration all relevant factors, has prescribed the following guidelines to be followed in this regard :-

- “ (1) No such office will be opened by way of any encroachment either of public or private property.
- (2) No such offices will be opened in any religious places or campus of such religious places.
- (3) No such offices will be opened contiguous to any educational institution / hospital.
- (4) No Such offices will be opened within 200 meters of an existing polling station.
- (5) Such offices can display only one party flag and banner with party symbols/photographs.
- (6) The size of the banner used in such offices should not exceed ‘**4 feet X 8 feet**’ subject to the further condition that if the local laws prescribe a lower size for banner / hoarding etc.; then the lower size prescribed by local law shall prevail.

This may kindly be brought to the notice of all concerned for strict compliance.

Kindly acknowledge receipt.

INSTRUCTION SI. No. 14

Election Commission's letter No.464/INST/2008/PLN-I Dated : 27th February, 2008 addressed to the Chief Secretaries and the Chief Electoral Officers of all States and Union Territories.

Subject: Restrictions on presence of political functionaries in a constituency after the campaign period is over – regarding.

I am directed to invite your attention to Para – 3 of Commission's letter No. 464/INST/2007/PLN-I dated 8th January, 2007 on the subject cited and to state that the Commission has further reviewed the instructions contained therein.

2. The Para – 3 of above referred letter has, accordingly, been modified, which shall be read as follows :-

“3. Hence the Commission has directed the after the campaign period is over, the district election administration/police administration shall ensure that all such functionaries leave the constituency immediately after the campaign period is over. However, the said restriction may not be insisted upon during the General Elections to Lok Sabha/State Legislative Assembly in respect of the office bearer of Political party who is in-charge of the State. Such office bearer of the political party shall declare his place of stay in the State Headquarters and his movement during the period in question shall remaining confined normally between his party office and place of his stay. This shall be brought to the notice of all political parties, contesting candidates and their agents in order to enable them to comply.”

3. This may be brought to the notice of all the District Election Officers/Returning Officers/Assistant Returning Officers and all the election related officers immediately.

4. Action taken in the matter may be intimated to the Commission.

INSTRUCTION SI. No. 15

Election Commission's letter No. 464/INST/2008-EPS Dated: 24th October, 2008 addressed to the Chief Electoral Officers of all States and Union Territories.

Subject: Restrictions on Presiding (and other) officer to go near the voting compartment.

It has come to the notice of the Commission that some polling officers and polling staff frequently go to the ballot compartment at the time of polling to explain to the illiterate voters about how to use EVM. This gives scope for the polling agents of the candidates and political parties to make allegations about the neutrality of the polling staff. In order to ensure that the conduct of the presiding officer and other polling staff in no way gives scope for any complaint the Commission has issued the following instruction for the strict adherence:-

1. The D.E.O shall supply a printed sample of EVM ballot unit pasted on a cardboard (real size) to all the presiding officers along with other polling materials at the time of dispatch. While printing such model ballot care shall be taken to ensure that only dummy name and dummy symbols that are not in use, are used and not any real names or symbols. It shall be printed in color so that 'blue button' 'green light' and 'red light' etc are clearly represented.
2. Whenever any voter asks for help or expresses inability to vote using EVM, the presiding officer can explain to the voter the voting process using the cardboard model of the EVM ballot in such a manner that the voter is able to understand. This shall be done outside the voting compartment only in the presence of polling agents and never inside the voting compartment.
3. The Presiding Officer or other polling staff shall not visit frequently the voting compartment as that may give scope for complaints.
4. In order to ensure that no voter has committed any mischief by pasting any paper, tapes etc., on the symbol/ names / ballot button, the presiding officer may from time to time make an inspection of ballot unit (BU)- but he should make it a point to do so in the immediate presence of polling agents.
5. Any complaint about the conduct of the polling staff at the polling station shall be taken seriously and properly enquired. The observers are being instructed to take serious note of such complaints and conduct or cause enquiry into such allegations and submit reports to the Commission. These instructions shall be brought to the notice of all presiding officers during their training. Besides, a copy of these instructions shall also be put in the kit handed over to the presiding officers along with other documents handed over at the time of dispatch. All political parties and candidates may also be informed about this new instruction.

INSTRUCTION SI. No. 16

Election Commission's letter No.576/3/2008/SDR Dated : 11th November, 2008 addressed to the Chief Electoral Officers of all States and Union Territories

Sub: Instructions regarding underlining of entries in the marked copy of the electoral roll in respect of those electors who cast their vote-Revised procedure in the case of photo electoral roll constituencies- regarding.

There are instructions in the Handbook for Returning Officers and the Handbook for Presiding Officers that when an elector has been allowed to vote, the entries relating to his name should be underlined in the marked copy of the electoral roll to ensure that such voter does not vote again should he/she come again for voting. These instructions were framed in the context of the non-photo electoral roll where each page of the electoral roll contains only one column of names of electors and the other columns in the page relate to other particulars of the elector.

In the case of the photo electoral rolls (PER) , each page of the electoral roll contains 3 or 4 columns of boxes, each box containing details relating to individual electors. Underlining the entries is not considered convenient in the case of PER constituencies. Therefore, the Commission has directed that in the case of PER constituencies, when an elector is allowed to cast vote at the polling station, a line will be drawn, in red ink, diagonally across the box containing the particulars pertaining to that elector in the marked copy of the PER. Further, for easy verification and calculation of number of male and female voters, the serial number of the voter will be rounded off in the case of female voters. A sample page is enclosed for reference.

These instructions may be brought to the notice of all election authorities concerned. The polling personnel should be briefed about this procedure at the having clauses conducted for them.

INSTRUCTION SI. No. 17

Election Commission's letter No. 464/INST/2008/EPS Date: 16th December, 2008 addressed to the Chief Electoral Officers of all States and Union Territories

Subject: - Arrangements at the Reception Centre on the poll day – provision for special counter for tracking information from specific polling stations – regarding.

I am directed to convey the Commission direction regarding arrangements to be made at the reception centre to handle the receipt of polled EVMs and other documents in an organized manner;-

1. The DEO and RO shall review the arrangements made at reception centre personally and ensure that a system is in place for ensuring a hassle free handling of EVMs and other documents.
 2. Counters for receiving EVMs shall be set-up in such a manner that there is no crowding at the reception centre when the presiding officers and polling personnels hand over the EVMs and other documents. This can be ensured by setting up separate counters for handling specific numbers of polling stations.
 3. A check list should be prepared and kept in the counters so that the receipt of documents and other polling materials is ensured as per the check list and in the relevant order. The officer who receives the EVM, documents should mark the polling station in the check list and sign it.
-
1. A separate special counter should be set up for receiving EVMs and other documents from the specific polling stations about which complaints had been received from political parties/candidates during the course of polling; polling stations in which significant events such as violent incidents, heated arguments with the polling personnel, clash between polling agents, break-down of EVMs reported and where the EVM replacement had taken place etc. During the course of polling, the RO will maintain a separate register to identify such polling stations and even

before the arrival of the polling party at the reception centre a hoarding or a notice board indicating number and details of the polling stations that would be handled at the special counter should be put up.

2. At the special counter, the RO himself or the ARO will supervise the receipt of EVMs and other documents. If the observer is available he will also make himself available at this counter. The EVMs and other documents shall be properly examined and the RO/Observer should discuss with the presiding officers about the events that took place at the polling station so that detailed inputs are received and this would facilitate the RO/Observer to get a clear picture about the events that took place at the polling station. This would be helpful in deciding about repoll, if any necessary. The presiding officer of these polling station can be relieved only after obtaining the EVMs and other documents after proper verification and discussion with RO/Observer.
3. Proper lighting arrangements shall be made at the reception centre so that no inconvenience is caused as the polling party may return late in the night. Provision for drinking water, first aid and other medical facilities shall also be ensured at the reception centre for the benefit of the polling staff.
4. Proper transport arrangements should be in place so that the polling staff are not held up at the reception centre after being relieved from their duty.

INSTRUCTION SI. No. 18

Election Commission's letter No. 464/INST/2008/EPS **Date:** 18th December, 2008
addressed to the Chief Electoral Officers of all States and Union Territories

Sub: Tracking the presence of polling agents at the polling stations on the poll day and mandatory conduct of Mock Poll and certification therein.

The Commission attaches highest importance to the integrity of process and transparency in the election process. Instructions in the past have been issued about the conduct of mock poll. The Commission also considers that the presence of the agents appointed by the contesting candidates during their poll augurs well for transparency. On the other hand, presence of the agents of only one of the candidates in the absence of other agents may lead to complaints.

In this regard, the Commission has issued the following instructions:-

1. The recent instruction of the Commission that the polling agents appointed by the candidates shall be a voter in the same polling station shall be implemented strictly. Candidates may be advised by the R.O to ensure that the agents reach the polling stations well in advance before the commencement of poll so that the pre-poll formalities such as issue of entry pass to the agents, conduct of mock poll etc., are done in time.
2. The Presiding Officers shall conduct mock poll, following the existing instructions, in the presence of the polling agents and prepare and sign the mock poll certificate in the prescribed format as in Annexure 1.
3. The Presiding officer shall mention the names of the agents and the candidates they represent and obtain their signatures for the purpose of record.
4. Mock poll shall be conducted normally at least 30 minutes before the commencement of actual poll. In case where even two agents of different candidates are not present, the P.O may choose to wait 10 more minutes and if the agents are not turning up even after that the Presiding Officer may conduct the mock poll for verifying the working condition of the EVM and mention about that in his certificate suitably.
5. The R.O through the sector officers and using the communication link with the polling station/ mobile teams shall track the conduct or otherwise of mock poll and ascertain the mock poll status within 30 minutes. Non-confirmation of mock poll could be indicative of some problem on the part of presiding officer or the EVM and hence the R.O shall make immediate intervention to sort out the problem.
6. The polling stations not having the presence of rival candidates of recognized parties and where the mock poll had to be conducted in the absence of

agents shall merit focused attention of the election machinery. Interventions such as deployment of reserve micro-observers, deployment of video cameras, frequent visits by sector officers and other senior officers could be made.

7. After the completion of poll on the basis of mock poll certifications received from the presiding officers the R.O shall prepare a list of such polling stations where the mock poll had to be conducted in the absence of agents or where at the time of mock poll the agents of more than one rival candidates of recognized parties were not present and special attention shall be paid to the documents received from such polling stations for proper scrutiny. The observers shall also pay their attention to this aspect.

This may be brought to the notice of all concerned.

Annexure 1

Mock Poll Certificate

This is certified that I Presiding Officer at the Polling Station No of --- Assembly Constituency (or the ---Assembly segment under ----- Parliamentary Constituency) conducted the mock poll at ---- AM today, the poll day i.e ----- following the instructions issued by the Election Commission of India.

A total of ----- votes were polled in the mock poll and after the mock poll I have carefully cleared the memory and the total votes polled showed '0' after clearing the memory.

- A. At the time of mock poll the following of polling agents representing the candidates whose names mentioned against the names of such agents were present and I have obtained their signatures.
- B. At the time of mock poll the agent of only one contesting candidate was present. After waiting for ten more minutes I conducted the mock poll along with other polling staff at ----- I have mentioned the name of the agent present at the time of mock poll including the name of the candidate whom he represented.

(In case, no agent was present it shall be mentioned " No Polling agent was present at the time of mock poll)

Name of the agent	Name of the Candidate	Signature of the agent
-------------------	-----------------------	------------------------

Date:
Time:

Name & Signature
of the P.O

INSTRUCTION SI. No. 19

Election Commission's letter No. 464/INST/2008/EPS **Date:** 18th December, 2008 addressed to the Chief Electoral Officers of all States and Union Territories

Sub: - General Election of the House of People 2009 – Providing of additional Polling Personnel for polling stations having more than 1200 electors – Regarding..

I am directed to state on the subject cited that for the polling stations where the number of electors is more than 1200, and extra polling officer would be provided who shall share the duty of Second Polling Officer and these two Polling Officers will be called Second Polling Officer (A) and Second Polling Officer (B). At such polling stations, Second Polling Officer (A) will be in charge of indelible ink and will inspect the elector's left forefinger to see that it does not bear any sign or trace of indelible ink and then put a mark with the indelible ink in the manner prescribed i.e. from the upper tip of the nail to bottom of the first joint of the forefinger of left hand in form of a line.

2. Second Polling Officer (B) will be in-charge of the Register of Voters in Form-17A and will be responsible for maintaining that Register and making all relevant entries therein. He will also issue a voter's slip to each elector after he has entered elector's particulars in the Register of Voters in accordance with the prescribed procedure. However, before issuing the Voter's Slip to the elector he will ensure that a clear line of indelible ink is marked on the forefinger.

3. An additional person may also be provided in the polling parties who will verify whether the electors standing in the queue to cast vote are carrying proper identification documents. Only those electors should be allowed to stand in queue who are either carrying Electoral photo Identity Card (EPIC) or any one of the alternative documents, if permitted by the Commission.

INSTRUCTION SI. No. 20

Election Commission's letter No. 464/INST/2008/EPS Dated: 16th January, 2009 addressed to the Chief Electoral Officers of all States and Union Territories

Subject: General Elections to the Lok Sabha, 2009 – Manning of booth office - Regarding.

It has been brought to the notice of the Commission that some anti-social and Goonda elements are being used by political parties/candidates to man the booth office (beyond 200 meters, one table and two chairs as prescribed by Commission vide its letter no. 464/INST/2008/EPS, dated 12.01.2007). It is observed that such elements presence in the vicinity of the polling station is intimidating and vitiating the atmosphere for a free and fair poll. Having considered this, the Commission has issued the following directions: -

- (i) The persons who are nominated by the political parties/candidates to man such booths shall be a voter in the same polling station area. He shall also have an EPIC and whenever any Sector Magistrate/Observer ask the person to disclose his identity, he will show the EPIC.
- (ii) The political parties/candidates shall take care to ensure that they do not put any person with criminal antecedents on the job to man such booths.

2. In case this instruction is not followed by any political party/candidate, immediate action shall be taken by the Returning Officer. Besides, the local police shall keep a close watch over the movement of such persons so that they do not create any disturbance in the polling area or in the vicinity.

3. This may be brought to the notice of all concerned.

INSTRUCTION SI. No. 21

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001.

SUMIT MUKHERJEE
UNDER SECRETARY

Tel No. 23717590
Fax No. 23717590

No. 464/INST/2008/EPS

Dated: 19th January, 2009

To

The Chief Electoral Officers of
All States/Uts.

Subject: General Elections to the Lok Sabha, 2009 – No photography or video recording by any person inside the polling stations, except by the persons authorized by the Commission in the interest of maintaining secrecy of vote.

Sir/Madam,

It has been brought to the notice of the Commission that certain political functionaries, in the past, have violated the secrecy of vote at elections from Parliamentary and Assembly Constituencies either by displaying their vote to media or to other individuals accompanying them. This act on their part is a clear violation of not only the principle of secrecy of vote which is sacrosanct but also an infringement of statutory provisions of Section 132 A of the Representation of the People Act, 1951 and rules 39 and 49M of the Conduct of Election Rules, which provide for such votes not being allowed to be cast.

The Commission has considered the issue and feels that secrecy of vote should be maintained at all costs. Section 128 of the Representation of the People Act, 1951 also prescribes in this behalf that:

“128. Maintenance of secrecy of voting - (1) Every officer, clerk, agent or other person who performs any duty in connection with the recording or counting of votes at an election shall maintain, and aid in maintaining, the secrecy of the voting and shall not (except for some purpose authorized by or under any law) communicate to any person any information calculated to violate such secrecy.

[Provided that the provisions of this sub-section shall not apply to such officer, clerk, agent or other person who performs any such duty at an election to fill a seat or seats in the Council or States.]

(2) Any person who contravenes the provision of sub-section (1) shall be punishable with imprisonment for a term which may extend to three months or with fine or with both.”

The Commission, in the interest of maintaining secrecy of vote, has further decided that no photography or video recording by any person shall be allowed inside the polling stations, except by the persons authorized by the Commission.

Any violation of these instructions will be viewed very seriously and concerned Presiding Officer will be held responsible for any lapse in this regard.

With kind regards,

Yours faithfully

(SUMIT MUKHERJEE)
UNDER SECRETARY

INSTRUCTION SI. No. 22

Election Commission's letter No. 464/INST/2008/EPS Dated: 21st January, 2009 addressed to the Chief Electoral Officers of all States and Union Territories

Subject: General Election to the Lok Sabha, 2009 – Carrying of copy of electoral rolls inside the polling station by polling agents – Regarding.

It has been brought to the notice of the Commission that in some polling station the Presiding Officer did not allow the polling agents to carry the copy of electoral roll supplied to them through the candidate/political parties and make tick marks whenever voters cast their votes. A clarification has been sought by some of the Observers as to whether polling agents can be allowed to make tick marks in the copies available with them or not. In this regard, the Commission clarifies that the polling agents may be allowed to carry their copy of electoral rolls inside the polling station and make tick marks whenever voters cast their vote.

However, it is clarified that under no circumstances, the polling agents can be allowed to carry the electoral roll copy available with him outside the polling station during the course of the polling and till the polling is closed either by himself or through the relieving agent. It is also clarified that, under no circumstances, the agents can be allowed to send slips outside indicating the Serial Numbers of the voters who have voted or not voted.

This may be brought to the notice of all concerned.

INSTRUCTION SI. No. 23

Election Commission's letter No. 464/INST/2008/EPS Dated: 21st January, 2009
addressed to the Chief Electoral Officers of all States and Union Territories

Subject: January 11, 2005 of the Hon'ble Supreme Court in Civil Appeal No.9228 of 2003 - (Janak Singh Vs. Ram Das Rai and others) - reg.

I am directed to say that the Hon'ble Supreme Court in its Judgement cited above has given certain suggestions/directions in the matter of conduct of free and fair election.

The Commission has considered the matter and has directed that the following measures shall be taken at the current general election in your State:-

1. CPF personnel to keep a watch on the proceedings in the polling stations

In the polling stations where CPF personnel have been deployed, one of the CPF personnel shall be stationed at the entrance of the polling station in such a manner that he can have an unrestricted view of the polling procedure in the polling station.

2. Videography at the polling station

The Commission has already issued instructions for videography of critical events of the election process and also at hypersensitive and sensitive polling stations to the extent possible. However, videography of proceedings inside the polling stations was not permitted as per the earlier instructions. In deference to the suggestion of the Hon'ble Supreme Court, the Commission directs that videography of the poll proceedings may be carried out inside the polling stations also. However, considering the practical difficulties in covering all polling stations, the Commission has decided that such videography may be done in only those polling stations where the observer considers it necessary. However, proper care shall be taken to ensure that while doing the videography, the same does not violate the secrecy of vote. No photography/videography shall, however, be allowed by the media persons or by any other unauthorized persons inside the polling station, to maintain general order and secrecy of vote. The videography of all other critical events of electoral process shall continue to be done.

3. **Utilization of Election Funds**

The Chief Electoral Officers should keep a strict and close watch over the election expenditure by their office and by the District Election Officers/Returning Officers and other authorities concerned, to ensure that election funds are not utilized for purposes other than for the conduct of elections.

4. **Conduct of Observers**

The Commission has already instructed the Observers at the time of briefing, not to accept lavish hospitality offered by the State Administration. The Hon'ble Supreme Court has now also directed that the Observers should not accept undue hospitality of the State. This may be brought to the notice of all authorities concerned and all Observers in the State for strict compliance.

Kindly acknowledge receipt and intimate action being taken.

INSTRUCTION SI. No. 24

Election Commission's letter No. 464/INST/2009/EPS Dated: 21st January, 2009 addressed to the Chief Electoral Officers of all States and Union Territories

Subject : Instructions to be followed by Presiding Officers at the polling station at the end of poll

I am directed to state that the Commission has received complaints in the past that some of the Presiding Officers do not close the EVM by pressing the 'CLOSE BUTTON' after the end of poll for subsequent manipulation.

The Commission has been issuing various instructions in the interest of free and fair poll from time to time.

The Commission desires that following instructions may be brought to the notice of all District Election Officers, Returning Officers, Presiding Officers, Observers and political parties immediately: -

- (i) All Presiding Officers shall close the EVM by pressing 'CLOSE BUTTON' at the end of poll in presence of polling agents, as may be present.
- (iii) All Presiding Officers shall draw a line at the end of poll after the last entry in Form 17A and shall record the signed statement thereafter "The serial number of last entry in Form 17A is _____" and obtain the signatures of all polling agents, as may be present, below this statement.
- (iii) All Presiding Officers shall give one attested copy of Form 17C (Account of Votes Recorded) at the end of poll to all polling agents, as may be present, irrespective of their asking.

INSTRUCTION SI. No. 25

Election Commission's letter No. 464/INST/2009/EPS Dated: 21st January, 2009 addressed to the Chief Electoral Officers of all States and Union Territories

Subject : Ordering of adjourned poll due to delay in polling

The Commission has been issuing instructions from time to time in the interest of free and fair elections.

It has come to the notice of the Commission that sometimes polling at some of the polling stations gets delayed for unduly long hours due to various reasons and due to this delay, some of the bonafide voters leave the place and fail to exercise their franchise.

The Commission after considering this issue feels that an adjourned poll should be held at all those polling stations where polling fails to start for two hours. These instructions may be brought to the notice of all District Election Officers, Returning Officers and Observers for strict compliance while making recommendations for repoll/adjourned poll.

INSTRUCTION SI. No. 26

Election Commission's letter No. 78/2009/EPS, dated 30.03.2009 addressed to the Chief Secretaries, the Chief Electoral Officers of all States and Union Territories and the Secretary to the Govt. of India. M/o P.P. & P, Department of Personnel & Training

Subject: - Grant of paid holiday to employees on the day of poll - regarding.

I am directed to invite your attention to Commission's letters No."8 99-Pl.N-I dated, 06.04.1999 and to state that The Goa MRF Employees Union (Trade Union) had filed a writ Petition in the High Court of Bombay at Panaji (Goa) challenging the legality of contents of para 4 of above said letter and the Hon'ble High Court has struck down para 4 of the above said letter and directed concerned authorities to take appropriate action regarding declaration of holiday(s) on the poll day(s) by the Central/State Governments in connection with General Elections and Bye-elections to the House of the People and State Legislative Assemblies.

2. The Representation of the People Act. 1951 amended in August, 1996 added a new Section 135B to the Act. The Section 135B is reproduced below:-

"135B. Grant of paid holiday to employees on the day of poll.

- (1) Every person employed in any business trade. Industrial undertaking or any other establishment and entitled to vote at election to the House of the People or the legislative assembly of a State shall, on the day of poll, be granted a holiday.
- (2) No deduction or abatement of the wages of any such person shall be made on account of a holiday having been granted in accordance with sub-section (1) and if such person is employed on the basis that he would not ordinarily receive wages he would have drawn had not a holiday been granted to him on that day.
- (3) If an employer contravenes the provisions of sub-section (1) or sub-section (2), then such employer shall be punishable with fine which may extend to five hundred rupees.
- (4) This section shall not apply to any elector whose absence may cause danger or substantial loss in respect of the employment in which he is engaged."

3. The above provisions require that all establishment and shops shall be closed on the day of poll in the Constituency where a General/bye-election is to be held. However, there may be cases where a person is ordinarily resident of the Constituency and registered as an elector, may be serving/employed in an industrial

undertaking or an establishment located outside the Constituency having a general/bye-election. It is clarified that in such a situation, even those electors including casual workers working outside the constituency concerned would be entitled to the benefit of a paid holiday extended under the Section 135B(1) of R.P. Act, 1951.

4. The daily wage/casual workers are also entitled for a holiday and wages on poll day as provided in Section 135B of R.P. Act, 1951.

5. The Commission desired that suitable instructions should be issued to all concerns and a copy thereof be endorsed to the Commission for its information and record.

6. The receipt of this letter may please be acknowledged.

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001.

No. 51/8/7/2009-EMS

Date: 25/10/2009

To,

The Chief Electoral Officers of
All States / Union Territories.

Sub: Mandatory conduct of Mock Poll and certification therein.

Sir,

Attention is invited to the instructions in the Commission's letter No. 51/8/7/2008-EMS, dated 15/07/08 regarding the mock-poll prior to commencement of poll. It is observed that in many cases, the mock poll is conducted in a perfunctory manner. In order to ensure that the mock poll serves the intended purpose, the Commission directs that

1. Mock poll shall be conducted normally one hour before the scheduled hour of commencement of poll. All contesting candidates should be informed in writing well in advance that mock poll would start one hour before the commencement of poll and they should be advised to instruct their polling agents to be present in time for the mock poll. Polling agents of atleast two candidates should be present at the time of Mock Poll. However, if polling agents of atleast two candidates are not present, the Presiding Officer may wait for 15 more minutes before conducting the mock poll and if the agents still do not come, then the Presiding Officer may go ahead and start the mock poll. It is further clarified that after waiting for 15 minutes, there is a possibility that only one Polling agent may be present, in that situation also, the Presiding Officer should go ahead and start mock poll. In such case, there

should be specific mention in the mock poll certificate on this aspect.

2. During the Mock poll, the Ballot Unit (s) should be placed in the Voting Compartment and Control Unit on the table of the Presiding/Polling Officer who will operate the Control Unit. At least two polling officers with the polling agents should be present in the Voting Compartment to watch the polling agents operating on the Ballot Unit, and to keep a record of the votes cast and tally the polled votes.

3. The mock poll should be conducted with the polling agents voting at random for each of the contesting candidates. **A total of at least 100 votes should be polled in the mock poll.** In the case of absence of polling agents of any of the candidates, one of the polling officers or other polling agents may record the votes for such candidates. The polling officers present in the Voting Compartment should ensure that votes are recorded for each of the contesting candidates. After recording of the minimum of 100 votes, the Presiding Officer will ascertain the result in the Control Unit in the presence of the Polling agents and confirm that the result is tallying with the votes polled in respect of each candidate. Thereafter, Presiding Officer will prepare and sign the mock poll certificate in the prescribed format as in **Annexure -1**.

4. The Presiding Officers shall ensure that the data of the mock poll is deleted, without fail, before the official poll starts. This is very critical step and this should be emphasized during training.

5. The Presiding Officers shall mention the names of the Polling agents and the candidates (and their party affiliations) whom they represent and also obtain their signatures on the completion of mock poll on the certificate.

6. Where a micro-observer has been appointed at any polling stations, he should also participate in all the proceeding of the mock poll

and **his signature should also be obtained on the mock poll certificate**. Further, these proceedings should be videographed wherever videography arrangement has been made at a polling station.

7. The Returning Officer through the Sector Officers and using the communication link with the polling station/ mobile teams, shall track the conduct or otherwise of mock poll, and ascertain the mock poll status. Non-confirmation of mock poll could be indicative of non-commencement of poll and in that case the Returning Officer shall make immediate intervention to sort out the problem.

8. The polling stations not having the presence of agents of the candidates of recognized parties and where the mock poll had to be conducted in the absence of agents or with only the polling agent of only one candidate shall merit focused attention of the election machinery. Interventions such as deployment of micro-observers, deployment of video cameras (if not already done), frequent visits by sector officers and other senior officers should be ensured in such cases.

9. If any Control Unit is replaced for any reason after commencement of the poll, a mock poll should be conducted on the new Control Unit before it is put to use. However, in this case, it would be sufficient to cast atleast one vote each for each of the candidates. A new mock poll certificate should be recorded in such a case. A note should also be added in such cases, in the original mock poll certificate that the original Control Unit was replaced, and that mock poll was conducted on the new Control Unit before putting it to use. The exact time of replacement should also be mentioned in the note.

This may be brought to the notice of all concerned.

Yours faithfully,

(K.N.BHAR)
UNDER SECRETARY

Annexure - I

Mock Poll Certificate

This is certified that I Presiding Officer at the Polling Station No -----
-of ----- Assembly Constituency (or the -----Assembly segment
under -----Parliamentary Constituency) conducted the mock poll at ---- AM today,
the poll day i.e. -----, following scrupulously all the instructions issued by the Election
Commission of India.

A total of ----- votes were polled in the mock poll and after the mock poll I have
carefully cleared the memory of the mock poll and the total votes polled showed '0' after
clearing the memory.

- C. At the time of mock poll the following of polling agents representing the candidates
whose names mentioned against the names of such agents were present and I have
obtained their signatures.

<u>Sl.No.</u>	<u>Name of Polling Agent</u>	<u>Name of Party</u>	<u>Name of candidates</u>	<u>Signature of Polling Agent</u>
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- 1.
- 2.
- 3.
- 4.
- 5.

- D. At the time of mock poll the agent of only one contesting candidate was present. After
waiting for fifteen more minutes, I conducted the mock poll along with other polling
staff at ----- I have mentioned before the name of the agent present at the time of
mock poll including the name of the candidate whom he represented.

(In case, no agent was present it shall be mentioned " No Polling agent was present at the
time of mock poll")

Name of the agent

Name of the Candidate
(with Party affiliation)

Signature of the agent

Signature of micro-observer (if posted at the polling station)

Date:

Time:

Name & Signature
of the Presiding Officer
Polling Station

No.....

INSTRUCTION SI. No. 28

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No. 464/INST/2011/EPS

Dated: - 18th February, 2011

To

The Chief Electoral Officers of: -

- 1. Assam, Dispur.**
- 2. Kerala, Thiruvananthapuram,**
- 3. Puducherry, Puducherry,**
- 4. Tamil Nadu, Chennai,**
- 5. West Bengal, Kolkatta.**

Subject: Distributing voters slip to the voters by District Administration – reg.

Sir,

I am directed to state that for the forth coming assembly elections to five States, the Commission has directed that Voter Slip including photograph (sample enclosed) of the voters, where available in the photoroll, be distributed to all enrolled voters by District Administration, to facilitate the voter to know where he is enrolled as a voter at given location of polling station and what is voters' serial number in the said Roll.

The Commission has further directed that this voter slip should only be in the languages in which voter roll is published for that assembly constituency.

In view of the above, a sample copy of the voter slip is forwarded herewith with the request to take immediate necessary action in this regard.

Yours faithfully,

(SUMIT MUKHERJEE)
UNDER SECRETARY

INSTRUCTION SI. No. 29

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

No. 51/8/16/8/2009-EMS

Dated: 29th April 2011

To

The Chief Electoral Officers of
All States and Union Territories.

Subject: Procedure to be adopted in the polling stations in case there is a complaint from a voter regarding candidate lamp of the Ballot Unit at voting time.

Sir/Madam,

I am directed to state that the Commission has directed that in case there is a complaint with respect to candidate lamp of the Ballot Unit at the time of voting, the EVM should be replaced immediately and the matter reported to the Commission. This may be brought to the notice of all concerned immediately.

Yours faithfully,

(Dilip K Varma)

INSTRUCTION SI. No. 30

Election Commission of India

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No.464/INST/2011/EPS

Dated: 20th January, 2012.

To

The Chief Electoral Officer of

- | | |
|------------------|------------|
| 1. Goa | Panjim |
| 2. Manipur | Imphal |
| 3. Punjab | Chandigarh |
| 4. Uttrakhand | Dehradun |
| 5. Uttar Pradesh | Lucknow |

Subject:- General Elections to the Legislative Assemblies of Goa, Manipur, Punjab, Uttrakhand and Uttar Pradesh, 2012-Utilization of Voter's Slip as an alternate Voter ID-Instructions on Voter slips-regarding.

Sir,

I am directed to invite your kind attention to the Commission's instructions No. 464/INST/2011/EPS, dated 18th February, 2011 and 19th March, 2011 regarding distribution of official Voters' slips to the voters by District Administration, wherein the Commission directed that Voters' Slips including photograph of voters, where available in the photo roll, be distributed to all enrolled voters by District Administration :-

1. The Commission has now directed that voters having EPIC and whose photo already appears in the photo roll can exercise his/her franchise either by producing EPIC or by Voters' Slip issued by District Administration. There may, however, be instances, that the voter might have misplaced EPIC and voter slip. Since the Commission's endeavor is not to deprive any voter from casting his vote, the Commission has directed that an additional copy of Voters' Slip would be kept at a facilitation booth out side the polling booth so that those voters who have misplaced their Voters' Slip and EPIC can collect it at the polling booth itself.
2. Only voters without EPIC may be allowed to exercise their franchise by producing any of the alternative documents as indicated by the Commission.
3. The Commission has further directed that type of identity documents, their serial number of the ID document and last four digit of Identity documents should be entered in Form-17A by the Presiding Officer.
4. The above instructions may be brought to the notice of the concerned authorities and should be given wide publicity.

Yours faithfully,

(SUMIT MUKHERJEE)
SECRETARY

INSTRUCTION Sl. No. 31

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi 110 001.

No.464/INST/2012/EPS

Dated: 25th January, 2012

To,

The Chief Electoral Officers of
All States and Union Territories

Sub: Identification of Absentee, Shifted and Duplicate voters at the time of Poll – Reg.

Sir/Madam,

I am directed to say that, in spite of Commission's instructions to delete the names of Absentee, Shifted and Duplicate, electors [who may be registered in the roll at more than one place] from the electoral rolls, it has been noticed that the names of some dead, shifted and absentee electors continue to appear in the electoral rolls. It is possible that in some such cases, the Photo Roll may not have the photo of such persons. This offers a scope for impersonation.

Therefore, in order to prevent impersonation of such electors at the time of poll, the Commission has directed that the following procedure may be adopted:

- (a) A list of ASD voters should be prepared polling station wise and It should be ensured that the each presiding officer should be provided with separate lists of Absentee, Shifted and Duplicate electors (ASD List).
- (b) On the day of poll, in order to cast one's vote, the elector, who is in such list, shall have to produce EPIC for his identification or any one of the alternative photo documents, if permitted by the Commission. The Presiding Officer shall verify the identification document personally and the details properly registered by the polling officer concerned in the register of voters in Form-17A.
- (c) Thumb impression of such electors shall also be obtained **in addition to signature** against the column of " Signature/thumb impression" of Register of Voters (Form-17A). The Thumb impression shall be in addition to the signature even in the case of an elector who is literate and can sign.

(d) Presiding Officer shall maintain a record and give a certificate at the end of the poll (to be kept with Form-17A for scrutiny) that so many electors from the list of absentee and shifted electors were allowed to vote after proper scrutiny.

(e) Wherever possible, such electors may be photographed and record kept.

(f) Micro Observers, who are present, should ensure that these instructions with regard to Absentee, Shifted and Duplicate electors are meticulously followed.

(g) The Presiding Officer shall be briefed specially about these procedures to be followed in polling stations for electors who are in the list of Absentee/Shifted/Duplicate electors.

This shall be brought to the notice of all concerned immediately. A copy of the letter shall also be handed over to all observers through the District Election Officers.

The receipt of this letter may please be acknowledged with the confirmation that the relevant instructions have been issued to all the concerned officers. A copy of the instructions so issued in this behalf may also be endorsed to the Commission for its information and record.

Yours faithfully

-sd-

(SUMIT MUKHERJEE)
SECRETARY

INSTRUCTION SI. No. 32

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No. 464/INST/2012-EPS

Dated: 8th February, 2012

To,

The Chief Electoral Officers
of All States and Union Territories

Sub: Scrutiny of Form-17A and other documents-reg.

Ref: Commission's letters No.464/INST/2007/PLN-I dated 12th October, 2007, 464/INST/2009-EPS dated 2nd March, 2009 and 464/INST/2012-EPS dated 27th January, 2012.

Sir/Madam,

In supersession of all the letters referred to above, following instructions are hereby issued for scrutiny of Form 17A and other documents after the polls:

In order to facilitate identification of polling stations for which scrutiny of Form 17A and Presiding Officers diary is required to be done. Returning Officer shall collect the following information for each polling station at the time of receipt of polled EVMs and other documents after completion of polls:

Item

- | | | |
|----|--|----------------------------------|
| 1. | Total Electors in the P.S. | Male
Female
Other
Total |
| 2. | Number of persons who voted in the P.S. | Male
Female
Other
Total |
| 3. | Number of Tendered votes. | |
| 4. | Number of challenged votes. | |
| 5. | Number of Proxy votes by CSVS. | |
| 6. | Number of electors who exercised their right of vote on the basis of EPIC. | |

7. Number of electors who exercised their right of vote on the basis Photo voter slip provided by the Commission.
8. Number of electors who exercised their right of vote on the basis alternative document.
9. Number of electors who exercised their right under rule 49 'O.'
10. Number of polling agents in the polling station.
11. Number of polling stations where no polling agent or only on polling agent was present.
12. Number of overseas electors who voted in the poll.
13. Number of EVMs used.
14. Whether the EVM was changed or replaced.
15. If so the time when changed and what was the reason for it.
16. Total ASD voters in the list
17. Total persons who cast their votes from the ASD voters list.
18. Any incident of violence or poll interruption due to any reason
19. Complaints received with respect to that polling station

2. Based on the information collected as above, scrutiny of Presiding officers diaries, verification of register of voters in Form 17A and other related documents which include but not restricted to Micro Observers reports, videography recordings, visitor sheets, reports of zonal magistrates or sector officers reports of Presiding Officer, still photography etc., shall be done by Observers and Returning officers in the presence of contesting candidates or their election agents for any of the following categories of the polling stations:-

- (i) In all polling stations where any complaint of poll rigging. Malpractices etc., was received by Observer, DEO or RO during the poll process.
- (ii) In all polling stations, where any significant event (EVM related or otherwise) was reported to the Observer, DEO or RO during poll process.
- (iii) In polling stations, where poll took place in the absence of any polling agent or in the presence of the agent of only one candidate.
- (iv) In polling stations, where the number of electors who cast their votes using documents other than EPIC and photo voter slip issued by the Commission (i.e., alternative documents) exceeded 25% of the total votes cast in that polling station.
- (v) In polling stations, where more than 10% of such electors who had been identified as ASD turned up to and voted.
- (vi) In polling stations, where polling percentage is plus 15% or minus 15% than the average polling percentage of that AC. Say, for eg., in a particular AC 60% votes have been cast, then in all polling stations with polling percentage 75% or more and 45% or less shall be taken up for scrutiny.

(vii) In polling stations, where there are at least 5 (five) tendered votes/challenged, reported.

3. The RO and Observer shall do the scrutiny with utmost care and shall submit a report to the Commission as soon as scrutiny is over.

4. As far as possible, the aforesaid scrutiny will take place at 11.00 am on the day after poll. A written notice should be served on all the candidates to be present during the scrutiny. The entire process of such scrutiny should be videographed.

5. In order to facilitate the scrutiny, care should be taken to ensure that polling stationwise Documents are stored separately in another strong room instead of EVMs strong room where EVMs and Form 17C are kept under double lock and seal.

6. A copy of this letter shall be provided to all Observers and contesting candidates.

Yours faithfully,

-sd-

(Sumit Mukherjee)
Secretary

INSTRUCTION SI. No. 33

ELECTION COMMISSION OF INDIA

Nirvachan Sadan Ashok Road, New Delhi-110001

No.464/INST/2013-EPS

Dated:-14th June, 2013

To

The Chief Electoral Officer of
All the States and Union Territories.

Subject: Utilization of Voter's slip as an alternate document for Voter's identification- Regarding.

Sir/Madam,

I am directed to invite your kind attention to the Commission's instructions No. 464/INST/2011/EPS, dated 18th February, 2011 and 19th March, 2011 regarding distribution of official Voters' Slips to the voters by District Administration, wherein the Commission has directed that Voters' Slips including photograph of voters, where available in the photo roll, be distributed to all enrolled voters by District Administration.

The Commission has now directed that the format of Voter Slip will remain the same except for the following:

- (i) EPIC number shall be printed where EPIC has been made;
- (ii) Voter serial number shall be printed in all cases; and
- (iii) The note in Voter Slip shall be modified to the following effect:

“Note 1: This Voter Slip is an approved document for identification.

Note 2: This authenticated Voter Slip is allowed as one of the identity documents.”

3. A sample format of Voter Slip is enclosed herewith for ready reference. The above instructions may be brought to the notice of the concerned authorities and should be given wide publicity.

Yours faithfully,

(Jaydeb Lahiri)
Under Secretary
Tel.No. 011-23052020

Election to the House of People/ Legislative Assembly of.....
Voter Slip

No. and Name of PC/AC.....

Part No.....

Name.....

Sex.....

Father's/Mother's/Husband's Name.....

EPIC No.

Voter Serial Number.....

Polling Station No. & Name

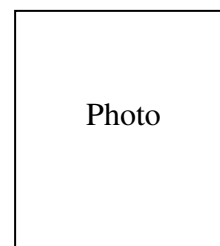
Poll Date; Day and Time.....

Note 1: Voter Slip is an approved document for identification.

Note 2: This authenticated Voter Slip is allowed as one of the identity documents.

Note3: If this Voter Slip does not have a photograph or it has wrong particulars or photograph, the voter can still be allowed to vote based on alternate identity documents permitted by Election Commission of India.

Date:



Signature and Stamp of
Returning Officer/BLO

INSTRUCTION SI. No. 34

ELECTION COMMISSION OF INDIA NirvachanSadan, Ashoka Road, New Delhi-110001.

No. 576/3/2013/SDR

Dated : 11th Oct., 2013

To

The Chief Electoral Officers
of all States and UTs.

Sub : Provision for “None of the above” option on the EVM/Ballot Paper-Instructions.

Sir/Madam,

The Hon’ble Supreme Court, in its judgment dated 27th September, 2013, in Writ Petition (C) No. 161 of 2004 (People’s Union for Civil Liberties &Anr.Vs Union of India &Anr), has directed that the Commission should make necessary provision in the ballot papers/ EVMs for “None of the Above (NOTA)” option so that the electors who do not wish to vote for any of the candidates can exercise their right not to vote for any candidate without violation of the secrecy of their decision. Rules 41 (2), 41(3) and 49-O of the Conduct of Elections Rules, 1961, have been held to be *ultra vires* Section 128 of the Representation of the People Act, 1951 and Article 19(1)(a) of the Constitution. A copy of the operative part of the Judgment is enclosed at **Annexure-1.**

2. In compliance of the judgment and order of the Hon’ble Supreme Court, referred to above, the Commission hereby gives the following directions to implement the NOTA option on EVMs/Ballot Papers:

(a) In the directions regarding the form and language of the postal ballot papers and the ballot papers to be affixed on the balloting unit of the EVM, given in Paragraphs 4.2 and 25.2, respectively in Chapter X of the Handbook for Returning Officers (2009 version), the following modifications shall be made:

(i) After clause (v) of para 4.2, the following clause shall be added:

“(vi-a) After the panel containing the name and particulars of the last candidate on the ballot paper, there shall be a panel below the said last panel with the words “None of the Above” written therein, for the benefit of those electors who may wish to exercise the option of not voting for any of the candidates in the fray. These words shall

(ii) In para 25.2, after clause (xiv), the following clause shall be added: “(xiv a) After the panel containing the name and symbol of the last candidate, there shall be a panel below the said last panel with the words “None of the Above” written therein, for the benefit of those electors who may wish to exercise the option of not voting for any of the candidates in the fray. These words shall be written in the same language or languages as used in the case of names of candidates. The size of the panel for “None of the Above” shall be the same as for the candidates. For example, if there are 12 candidates contesting the election, there shall be provided the 13th panel with the words “None of the Above” and the ballot button against such 13th panel shall also be kept open. If there are sixteen candidates in the fray, an additional balloting unit shall be attached to the first balloting unit for the “None of the Above” panel. Thus, in case more than one balloting unit is used, “None of the Above” panel shall be only in the last balloting unit below the panel for the last candidate.

- (b) In Part II (Result of Counting) of Form 17C, the names of the candidates and number of votes recorded in the EVM for each candidate is to mentioned in columns 2 and 3 thereof. In view of the “None of the Above” option now being provided, after the name and votes for the last candidate, the votes recorded against “None of the Above” shall also be shown. Thus, the total votes to be indicated in this Part should also include the votes against “None of the Above” option.
- (c) In Form 20 (Final Result Sheet), in the last but one column of the table in Part I, the number of votes recorded against “None of the Above” option shall also be mentioned for each polling station and the total votes for NOTA option for all polling stations shall be mentioned at the bottom of the Table. Similarly, in Part II of Form 20 also, the number of votes recorded against “None of the Above” option for each Assembly segment shall be mentioned.

- (d) In Form 21E (Return Of Election) , after the name and number of votes in respect of the last candidate, the number of votes against “None of the Above” option shall be mentioned.
3. A sample each of the Postal Ballot paper, Ballot Paper to be affixed on the balloting unit, Form 17C Part II, Form 20 and Form 21E is enclosed for guidance (Annexure 2 Collectively).
 4. Since Rules 41(2), 41(3) and 49-O have been declared as *ultra vires* the provisions of the Constitution and RP Act 51, the option under Rules 41(2) and Rule 49-O shall not be available henceforth. The Presiding Officers and Polling Officers should be specifically briefed about this position in the training sessions. [They should, however, be told specifically that where ballot papers are used for taking poll, the ballot papers returned as ‘spoilt’ under Rule 41(1) shall continue to be kept and sealed in a separate packet].
 5. It is clarified that NOTA has the same effect as not voting for any candidate under the earlier provisions of Rule 49-O. Therefore, even if, in any extreme case, the number of votes against NOTA is more than the number of votes secured by the candidates, the candidate who secures the largest number of votes among the contesting candidates shall be declared to be elected as per the provisions of Rule 64.
 6. The changes are being made in the soft copy of the Handbook for ROs on the website of the Commission. Latest version of the Handbook can be downloaded from the website.
 7. These instructions may be immediately conveyed to the District Election Officers, Returning Officers, Assistant Returning Officers and Presiding Officers of all Parliamentary and Assembly Constituencies in the State/ UT. This may also be brought to the notice of all political parties based in your State, including the State units of National and State recognised political parties.
 - 8 . Please acknowledge receipt of this letter and confirm action taken as required above.

Yours faithfully,

(K.F.WILFRED)
PRINCIPAL SECRETARY

INSTRUCTION SI. No. 35

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001.

No.576/3/2013/SDR

Dated: 14th October, 2013.

To

The Chief Electoral Officers of
All States/UTs.

**Subject:- Provision for “None of the Above” option on the EVM/ballot
Peper-insturctions.**

Sir,

In continuation of the Commission’s letter of even number, dated 11th October, 2013 on the subject, I am directed to forward herewith a sample copy each of the Postal Ballot Paper and Ballot Paper to be affixed on the Balloting Unit as mentioned in the para 3 of the Commission’s aforesaid letter dated 11th October 2013.

Kindly acknowledge receipt.

Yours faithfully,

-sd-

(N.T.Bhutia)
Under Secretary.

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Sl. No.

180-Burhanpur LA/2008-Genl.

POSTAL BALLOT PAPER

Electoral Roll Part No.

Serial No. of Elector

Sl. No.

180-Burhanpur LA/2008-Genl.







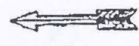



POSTAL BALLOT PAPER

Archana Didi (Bhartiya Janata Party)
Manoj Kumar Vishvabmbharnath Agrawal (Bahujan Samaj Party)
Nafees Mansha Khan (Samajwadi Party)
Sharif Rajgir (Communist Party of India)
Mohan Patil Baliram Patil (Independent)
Premchand Baliram Nagraj (Independent)
None of the Above

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ANNEXURE XXVIII
(CHAPTER X, PARA - 10.70)

000220
S. No. ... 82-Dhohani (S.T.) LA/2008-Genl.

1.	कुंवर सिंह टेकाम Kunwar Singh Tekam	
2.	तिलक राज सिंह Tilak Raj Singh	
3.	महिपाल सिंह Mahipal Singh	
4.	सूर्यबली कोल "बहुजन" Suryabali Kol "Bahujan"	
5.	चन्द्रपाल सिंह "उड़के" Chandrapal Singh Uekey	
6.	शेषभान सिंह Sheshbhan Singh	
7.	हुब्ब लाल सिंह मर्काम Hubb Lal Singh Markam	
8.	अवधेश कोल Awdhesh Kol	
9.	अशोक सिंह पैगाम Ashok Singh Paigam	
10.	राम प्रकाश Ram Prakash	

11. NONE OF THE ABOVE

INSTRUCTION SI. No. 36

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

No. 3/1/2013/VVPAT/SDR

Dated: 15th October, 2013

To

The Chief Electoral Officers of
all States and Union Territories

Subject: The Conduct of Election (Amendment) Rules, 2013-reg.

Sir/ Madam,

I am directed to forward herewith a copy of the Conduct of Elections (Amendment) Rules, 2013, as published in Extraordinary Issues of the Gazette of India dated 14th August, 2013, amending/ making rules for the use of 'Printer for paper trail' of votes recorded in EVMs. These amendments would be relevant in cases which VVPAT system is used with EVMs, under the Commission's instructions.

This may be brought to the notice of all District Election Officers, Returning Officers and other election authorities concerned and also the State Units or recognized political parties and all registered unrecognized political parties based in your State/ Union Territory for their information.

Please note that the format of Statutory Form 17C appended to the CE Rules, 1961 that is used for keeping account of votes recorded at polling stations with the use of EVMs and noting down the result of counting displayed on the Central Unit of EVM has been amended by this notification. Henceforth, only this Form 17C will be used at all future elections conducted by use of EVMs irrespective of the fact whether the printer is used for printing of paper trail or not. The stock of existing Form 17C may be replaced with the modified Form.

Kindly acknowledge the receipt.

Yours faithfully,
(N. T. Bhutia)
UNDER SECRETARY

STANDARD DISTRIBUTION

4. मूल नियमों के नियम 49ड में,—

(क) उपनियम (1) आरंभिक भाग में, “प्रत्येक मतदान मशीन के नियंत्रण यूनिट और मतदान यूनिट पर” शब्दों के पश्चात्, “और कागज़ पुच्छ के लिए प्रिंटर पर, जहां प्रयुक्त हो” शब्द अंतःस्थापित किए जाएंगे ;

(ख) उपनियम (2) में, “मतदान मशीन में पहले से ही कोई मत दर्ज नहीं किया गया है और उस पर उपनियम (4) में निर्दिष्ट लेबल लगा है” शब्दों, कोष्ठकों और अंक के स्थान पर, “मतदान मशीन में पहले से ही कोई मत दर्ज नहीं है और उस पर उपनियम (1) में निर्दिष्ट लेबल लगा है, और जहां कागज़ पुच्छ के लिए प्रिंटर प्रयुक्त किया जाता है वहां प्रिंटर का ड्रापबॉक्स खाली है” शब्द, कोष्ठक और अंक रखे जाएंगे ।

(ग) उपनियम (6) के पश्चात् निम्नलिखित उपनियम अंतःस्थापित किया जाएगा, अर्थात् :--

“(7) जहां कागज़ पुच्छ के लिए प्रिंटर प्रयुक्त किया जाता है, वहां मतदान कोष्ठ में मतदान यूनिट के साथ प्रिंटर भी रखा जाएगा और उस रीति में इलेक्ट्रॉनिक मतदान मशीन से जोड़ा जाएगा जैसा निर्वाचन आयोग द्वारा निदेशित किया जाए ।”।

5. मूल नियमों के नियम 49ड के उपनियम (3) में, खंड (ग) के पश्चात् निम्नलिखित परंतुक अंतःस्थापित किया जाएगा, अर्थात् :--

“परंतु जहां कागज़ पुच्छ के लिए प्रिंटर प्रयुक्त किया जाता है, खंड (ख) में यथानिर्दिष्ट बटन दबाकर मतदान करने पर निर्वाचक मतदान कोष्ठ के अंदर मतदान यूनिट के साथ रखे प्रिंटर की पारदर्शी खिड़की से प्रिंटर के ड्रापबॉक्स में ऐसी कागज़ की पर्ची कटकर गिरने के पूर्व उस अभ्यर्थी का क्रम संख्यांक, नाम और चिह्न, जिसे उसने अपना मत दिया है, दर्शित करने वाली मुद्रित कागज़ की पर्ची देखने में समर्थ होगा ।” ।

6. मूल नियमों के नियम 49ड के पश्चात्, निम्नलिखित नियम अंतःस्थापित किया जाएगा, अर्थात् :--

“49डक. कागज़ की पर्ची पर मुद्रित विशिष्टियों के बारे में परिवाद की दशा में प्रक्रिया-(1) जहां कागज़ पुच्छ के लिए प्रिंटर प्रयुक्त किया जाता है, यदि नियम 49ड के अधीन अपना मत अभिलिखित करने के पश्चात् निर्वाचक यह आरोप लगाता है कि प्रिंटर से निकली हुई कागज़ की पर्ची में उस अभ्यर्थी से भिन्न अभ्यर्थी का नाम या चिह्न दर्शाया गया है जिसे उसने मत दिया था, तो पीठासीन अधिकारी निर्वाचक को झूठी घोषणा करने के परिणाम के बारे में चेतावनी देने के पश्चात्, निर्वाचक से आरोप के संबंध में लिखित घोषणा प्राप्त करेगा ।

(2) यदि निर्वाचक उपनियम (1) में निर्दिष्ट लिखित घोषणा देता है तो पीठासीन अधिकारी प्ररूप 17क में उस निर्वाचक से संबंधित दूसरी प्रविष्टि करेगा, अपनी उपस्थिति में तथा अभ्यर्थियों या मतदान अभिकर्ताओं की उपस्थिति में, जो मतदान केन्द्र में उपस्थित रह सकेंगे तथा प्रिंटर द्वारा निकाली गई कागज़ की पर्ची का प्रेक्षण करेंगे, निर्वाचक को मतदान मशीन में एक परीक्षण मतदान अभिलिखित करने की अनुज्ञा देगा ।

(4) यदि उपनियम (2) के अधीन रिटर्निंग आफिसर कागज़ पर्चियों की गणना या तो पूर्णतः या भाग या भागों को अनुज्ञात करता है तो वह—

(क) गणना उस रीति में करेगा जैसा निर्वाचन आयोग द्वारा निदेशित किया जाए ;

(ख) यदि नियंत्रण यूनिट पर प्रदर्शित मतों और कागज़ की पर्चियों की गणना में कोई विसंगति है तो कागज़ की पर्चियों की गणना के अनुसार प्ररूप 20 में परिणाम शीट को संशोधित करेगा ;

(ग) उसके द्वारा इस प्रकार किए गए संशोधनों की घोषणा करेगा ; और

(घ) परिणाम शीट को पूर्ण करेगा तथा उस पर हस्ताक्षर करेगा”;

(इ) नियम 57ग में,—

(क) उपनियम (1) में, “ऐसे परिणाम की स्मृति प्रतिधारित कर सके” शब्दों के पश्चात्, “और जहाँ कागज़ पुच्छ के लिए प्रिंटर प्रयुक्त किया जाता है, रिटर्निंग आफिसर ऐसी रीति में कागज़ की पर्चियों को मुद्राबंद करेगा जैसा निर्वाचन आयोग द्वारा निदेशित किया जाए” शब्द अंतःस्थापित किए जाएंगे ;

(ख) उपनियम (2) में,—

(i) आरंभिक भाग में, “नियंत्रण यूनिट” शब्दों के पश्चात्, “और कागज़ की पर्चियों” शब्द अंतःस्थापित किए जाएंगे ;

(ii) खंड (ग) में, “नियंत्रण यूनिट” शब्दों के पश्चात्, “और प्रिंटर, जहाँ कहीं प्रयुक्त हो,” शब्द अंतःस्थापित किए जाएंगे ।

9. मूल नियमों के नियम 92 के उपनियम (2) में, खंड (ग) के पश्चात्, निम्नलिखित खंड अंतःस्थापित किया जाएगा, अर्थात् :--

“(गग) नियम 57ग के उपबंधों के अधीन मुद्राबंद मुद्रित कागज़ की पर्चियां ;” ।

10. मूल नियमों के नियम 93 के उपनियम (1) में, खंड (ग) के पश्चात्, निम्नलिखित खंड अंतःस्थापित किया जाएगा, अर्थात् :--

“(गग) नियम 57ग के उपबंधों के अधीन मुद्राबंद मुद्रित कागज़ की पर्चियां ;” ।

11. मूल नियमों के नियम 94 में, खंड (ख) के परंतुक में “प्रयुक्त मतपत्रों के प्रतिपणों” शब्दों के पश्चात्, “और मुद्रित कागज़ की पर्चियों, यदि कोई हों,” शब्द अंतःस्थापित किए जाएंगे ।

12. मूल नियमों में, प्ररूप 17ग के स्थान पर, निम्नलिखित प्ररूप रखा जाएगा, अर्थात् :--

प्ररूप 17ग

(नियम 49घ और 56ग (2) देखिए)

भाग 1 - अभिलिखित मतों का लेखा

.....निर्वाचन-क्षेत्र से.....लोक सभा क्षेत्र/राज्य/संघ
राज्यक्षेत्र की विधान सभा के लिए निर्वाचन

भाग 2 -- मतगणना का परिणाम

क्रम संख्यांक	अभ्यर्थी का नाम	नियंत्रण यूनिट पर प्रदर्शित मतों की संख्या	भाग 1 के मद 5 के अनुसार कटौती किए जाने वाले परीक्षण मतों की संख्या	विधिमान्य मतों की संख्या (3-4)
(1)	(2)	(3)	(4)	(5)

1.

2.

3.

4.

5.

6.

योग

क्या ऊपर दर्शित मतों की कुल संख्या भाग 1 की मद 6 के सामने दर्शित मतों की कुल संख्या से मेल करती है या उनके दोनों योगों में कोई फर्क दर्शित होता है।

स्थान.....

तारीख.....

गणन पर्यवेक्षक के हस्ताक्षर
अभ्यर्थी/निर्वाचन अधिकर्ता/गणन अधिकर्ता का नाम
पूरे हस्ताक्षर

1.

2.

3.

4.

5.

6.

7.

स्थान.....

तारीख.....

रिटर्निंग आफिसर के हस्ताक्षर [१]

[फा. सं. एच-11019(10)/2010-वि. 2]

डॉ. जी. नारायण राजू, संयुक्त सचिव और विधायी प्रामर्शों

टिप्पणी : मूल नियम भारत के राजपत्र, असाधारण, भाग II, खण्ड 3, उपखण्ड (ii), में अधिसूचना संख्यांक का.आ. 859 तारीख 15 अप्रैल, 1961 द्वारा प्रकाशित किए गए और उनमें अंतिम संशोधन अधिसूचना संख्यांक का.आ. 1732(अ) तारीख 1 अगस्त, 2012 द्वारा किया गया।

(c) after sub-rule (6), the following sub-rule shall be inserted, namely:-

“(7) Where the printer for paper trail is used, the printer shall also be kept along with the balloting unit in the voting compartment and shall be connected to the electronic voting machine in the manner as directed by the Election Commission.”.

5. In the principal rules, in rule 49M, in sub-rule (3), after clause (c), the following proviso shall be inserted, namely:—

“Provided that where printer for paper trail is used, upon casting the vote by pressing the button as referred to in clause (b), the elector shall be able to view through the transparent window of the printer, kept alongwith the balloting unit inside the voting compartment, the printed paper slip showing the serial number, name and the symbol of the candidate for whom he has cast his vote before such paper slip gets cut and drops in the drop box of the printer.”.

6. In the principal rules, after rule 49M, the following rule shall be inserted, namely:-

“49MA.Procedure in case of complaint about particulars printed on paper slip.—(1)

Where printer for paper trail is used, if an elector after having recorded his vote under rule 49M alleges that the paper slip generated by the printer has shown the name or symbol of a candidate other than the one he voted for, the presiding officer shall obtain a written declaration from the elector as to the allegation, after warning the elector about the consequence of making a false declaration.

(2) If the elector gives the written declaration referred to in sub-rule (1), the presiding officer shall make a second entry related to that elector in Form 17A, and permit the elector to record a test vote in the voting machine in his presence and in the presence of the candidates or polling agents who may be present in the polling station, and observe the paper slip generated by the printer.

(3) If the allegation is found true, the presiding officer shall report the facts immediately to the returning officer, stop further recording of votes in that voting machine and act as per the direction that may be given by the returning officer.

(4) If, however, the allegation is found to be false and the paper slip so generated under sub-rule (1) matches with the test vote recorded by the elector under sub-rule (2), then, the presiding officer shall—

- (i) make a remark to that effect against the second entry relating to that elector in Form 17A mentioning the serial number and name of the candidate for whom such test vote has been recorded;
- (ii) obtain the signature or thumb impression of that elector against such remarks; and
- (iii) make necessary entries regarding such test vote in item 5 in Part I of Form 17C.”.

(C) in rule 57C,—

(a) in sub-rule (1), after the words “the memory of such result”, the words “and where printer for paper trail is used, the returning officer shall seal the paper slips in such manner, as may be directed by the Election Commission” shall be inserted;

(b) in sub-rule (2), —

(i) in the opening portion, after the words “The control unit”, the words “and the paper slips” shall be inserted;

(ii) in clause (c), after the words “the control unit”, the words “and printer wherever used” shall be inserted.

9. In the principal rules, in rule 92, in sub-rule (2), after clause (c), the following clause shall be inserted, namely:-

“(cc) the printed paper slips sealed under the provisions of rule 57C;”.

10. In the principal rules, in rule 93, in sub-rule (1), after clause (c), the following clause shall be inserted, namely:-

“(cc) the printed paper slips sealed under the provisions of rule 57C;”.

11. In the principal rules, in rule 94, in the proviso to clause (b), after the words “counterfoils of used ballot papers”, the words “and the printed paper slips, if any,” shall be inserted.

12. In the principal rules, for FORM 17C, the following form shall be substituted, namely:—

“FORM 17C

[See rules 49S and 56C(2)]

PART I.—ACCOUNT OF VOTES RECORDED

Election to House of the People/Legislative Assembly of the State/Union territory.....from.....Constituency.

Number and Name of Polling Station:

Identification Number of voting

Machine used at the Polling Station :

control unit

balloting unit.....

Printer (if used)

1. Total number of electors assigned to the Polling Station

2. Total number of voters as entered in the Register for Voters (Form 17A)

3. Number of voters deciding not to record votes under rule 49-O

4. Number of voters not allowed to vote under rule 49M

PART II—RESULT OF COUNTING

Sl.No. of candidate	Name of candidate	Number of votes as displayed on control unit	Number of test votes to be deducted as per item 5 of Part I.	Number of valid votes. (3 -4)
(1)	(2)	(3)	(4)	(5)

1.

2.

3.

4.

5.

6.

Total

Whether the total number of votes shown above tallies with the total number of votes shown against item 6 of Part I or any discrepancy noticed between the two totals.

Place.....

Date.....

Name of candidate/election agent/counting agent

Signature of Counting Supervisor
Full signature

1.

2.

3.

4.

5.

6.

7.

Place.....

Date.....

Signature of Returning Officer.”.

[F.No.II-11019(10)/2010-I.eg.II]

Dr. G. NARAYANA RAJU, Jt. Secy. and Legislative Counsel.

Note : The principal rules were published in the Gazette of India, Extraordinary, Part II, Section 3, Sub-section (ii) *vide* notification number S.O. 859, dated the 15th April, 1961 and last amended *vide* notification number S.O. 1732(F), dated 1st August, 2012.

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INSTRUCTION SI. No.37

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

No.51/8/NOTA/2013-EMS

Dated: 28th October, 2013.

To

The Chief Electoral Officers
of All States/UTs.

Subject:- Provision for “None of the Above” – Regarding.

Sir/Madam,

I am directed to state that the Commission has decided to use a symbol for ‘None of the Above’ in the ballot paper and the design of the symbol approved by the Commission is enclosed for necessary action. The symbol approved is a circular depiction with black background and NOTA written in white in capital letters in English. This symbol shall be printed in addition to “None of the Above” in the row of symbols. The depiction will remain the same in all ballot papers, whatever be the language of ballot paper.

Yours faithfully,

-sd-

(Dilip K.Varma)
Under Secretary.

NOTA

INSTRUCTION SI. No.38

By speed Post

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 51/8/NOTA/2013-EMS

Dated: 30th October, 2013

To

The Chief Electoral Officers
of all States and UTs.

Subject: Provision for 'None of the Above' - Regarding.

Sir/Madam,

I am directed to state that in supersession of Commission's earlier letter dated 28th October 2013 on the subject cited, the Commission has decided to use a different manner of depiction of the 'None of the Above' option in the ballot paper and the design of the said depiction approved by the Commission is enclosed for necessary action. The depiction approved is a rectangular depiction with rounded corners, with black background and "NOTA" written in capital letters in English. In the case of Assembly elections, as the ballot paper is in pink colour, the word 'NOTA' will be written in pink colour in capital letters, and in the case of Parliamentary elections for which ballot papers are white in colour, the word 'NOTA' will be written in white, in capital letters in English.

This depiction shall be printed in the last panel after the words; "None of the Above" that is to say "None of the Above **NOTA**". The depiction **NOTA** will remain the same in all constituencies whatever be the language of the ballot paper for that constituency, but the words "None of the Above" shall be printed in the language(s) in which the ballot paper are printed. Where the ballot paper are printed in more than one language, the translated versions of the above words "None of the Above" shall be printed in all such languages but the depiction **NOTA** shall be so printed that it appears as one common depiction against all the aforesaid versions of the words "None of the Above".

Yours faithfully,


(Dilip K. Varma)
Under Secretary

NOTA

INSTRUCTION SI. No. 39

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No.3/1/2013/VVPAT/SDR/

Dated-20th November, 2013

To

The Chief Electoral Officers of all States and Union Territories

Subject:-Use of EVMs with Printers – Format of declaration under rule 49MA of C.E Rules, 1961 – regarding.

Sir/Madam,

Kind attention is invited to letter of even number dated 15th October, 2013 with which a copy of the Gazette of India dated **14th August, 2013** publishing the Notification issued by the Ministry of Law and Justice to amend the C.E. Rules, 1961 to enable the use of “Printer for paper trail “of votes recorded in EVMs was forwarded. The Form 17C has also been amended to incorporate the identification number of the Printer and test votes, if any, recorded by electors wherever VVPAT is used as per the direction of the Commission.

Subsequently, the Hon’ble Supreme Court, in its judgment dated **27th September, 2013**, in Writ Petition (C) No. 161 of 2004 (People’s Union for Civil Liberties &Anr.Vs Union of India &Anr), has directed that the Commission should make necessary provision in the ballot papers/EVMs for “None of the Above (NOTA)” option so that the electors who do not wish to vote for any of the candidates can exercise their right not to vote for any candidate without violation of the secrecy of their decision. Rules 41 (2), 41(3) and 49-O of the Conduct of Elections Rules, 1961, have been held to be ultra vires Section 128 of the Representation of the People Act, 1951 and Article 19(1)(a) of the Constitution.

In view of the above mentioned judgment of the Supreme Court, the provision made for noting the number of voters deciding not to record votes under rule 49-O at

Item No.3 of Form 17C has become otiose. In the meantime, a reference has been received from CEO, Tamil Nadu in which he has mentioned about possibility of some voter not casting vote after signing the Register of Voters (Form 17A) even after option of NOTA is provided in the EVM/Ballot Paper due to any reason cannot be ruled out, and seeking clarification about the procedure to be followed in such cases.

The issue has been considered by the Commission and it has been decided that if an elector after signing in Form 17A wishes to leave without voting a remark can be made in the Register of Voters (Form 17 A) according to the situation/circumstances under which the elector is not voting like “left without voting” or “refused to vote” etc.

In Form 17-C (Part-I) the number of such cases may be shown against Item (3) after scoring out the words “under rule 49-O” therein.

In the States of Mizoram, Madhya Pradesh, Rajasthan and NCT of Delhi where poll for the current general election to the Legislative Assembly is yet to be held and in the States of Gujarat and Tamil Nadu where poll for the bye-elections is to be held, these instructions may be brought to the notice of the officials drafted for conduct of poll at polling stations in such manner as may be considered appropriate.

Kindly acknowledge receipt.

Yours faithfully,

(N.T. Bhutia)

Under Secretary

INSTRUCTION SI. No. 40

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No.3/1/2013/VVPAT/SDR

Dated:20th November, 2013

To

The Chief Electoral Officers

of All States and UTs.

Subject: The Conduct of Elections (Amendment) Rules, 2013 to provide for use of VVPAT – regarding.

Sir/Madam,

You are aware that 'The Conduct of Elections Rules, 1961' have been amended on 14th August, 2013 to amend/ make rules for the use of Printer for paper trail of votes recorded in EVMs when used specifically as per direction by the Commission under the provision to rule 49A, as inserted by the above amendment. A new rule 49MA has been inserted to prescribe the procedure to be followed in case of complaint about alleged wrong particulars of a candidate and / or symbol on paper slip generated by the printer on pressing of the blue button against any candidate on the balloting unit is made by an elector. In sub-rule(1) it is prescribed that the Presiding Officer shall obtain a written declaration from the elector as to the allegation after warning the elector about the consequences of making a false declaration.

2. The Commission has devised the format of the written declaration in order to ensure uniformity across the country. A specimen of the declaration is sent herewith. Copies of the declaration may be provided to the Polling staff of those Constituencies where VVPAT system may be adopted. The Presiding Officers and Polling Officers in such Constituencies should be briefed about the requirement of a declaration in case of complaint of alleged mismatch in the slip generated by the printer and the button pressed on the balloting unit by the voter.

3. CEO Delhi and CEO, Mizoram where VVPAT system is being used in some Assembly Constituencies, may note that the contesting candidates in the Assembly Constituencies concerned may also be apprised about the provisions of Rule 49MA and the requirement of declaration by electors in such cases.

4. Kindly acknowledge receipt.

Yours faithfully,

(N.T.Bhutia)
Under SECRETARY

General/ Bye-Election to.....

Sl. No. and Name of Parliamentary/ Assembly Constituency

No. and Name of Polling Station.....

FORM OF DECLARATION BY ELECTOR UNDER RULE 49MA OF CONDUCT OF ELECTIONS RULES, 1961

1. I hereby solemnly declare and affirm under sub-rule (1) of Rule 49MA of the Conduct of Elections Rules 1961 that the paper slip generated by the printer attached to the Balloting Unit has shown the name and/or symbol of a candidate other than the candidate for whom I voted by pressing the concerned blue button against the name and symbol of the candidate of my choice on the Balloting Unit. I am ready to cast a test vote again to show that the allegation made by me is true and bonafied.
2. I am aware of the penal provisions of Section 177 of the IPC that I shall be liable to be punished with imprisonment for a term which may extend to six months, or with fine which may extend to one thousand rupees, or with both, if the declaration given by me in para 1 above to the Presiding Officer appointed under Section 26 of the RP Act, 1951 is found to be incorrect.

Signature/Thumb impression of the Elector

Name of the Elector.....

Father/Mother/Husband's Name.....

Part No. of elector roll.....

Sl. No. of elector in that Part.....

Sl. No. in Register of Voters (Form 17A).....

Dated.....

Certified that the above declaration was made and subscribed by the elector above named before me.

Signature of the Presiding Officer

.....

Dated.....

INSTRUCTION SI. No. 41

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

No.576/3/2013/SDR

Dated: 7th December, 2013.

To

The Chief Electoral Officers of
All States/UTs.

Subject:- Clarification on 'None of the above'-counting of votes-reg.

Sir,

A question has been raised whether the votes polled against the NOTA option is to be considered for determining the forfeiture of security deposit.

The votes polled against the NOTA option cannot be treated as valid votes. Under Section 158 of the Representation of the People Act, 1951, it is the total number of valid votes polled by all the contesting candidates that is to be taken into account for calculating the one-sixth of votes polled by individual candidates for return of security deposit. Thus, it is clarified that the votes polled against the NOTA option is not to be taken into account for calculating the total valid votes polled by the contesting candidates for the purpose of return of security deposit.

Yours faithfully,
-sd-
(K.F.Wilfred)
Principal Secretary.

INSTRUCTION SI. No. 42

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

NO.464/INST/2014-EPS

Dated:-4th April, 2014

To

The Chief Electoral Officers of
All States & Union Territories.

**Sub: Presence of Observer during randomization of polling personnel,
sealing of strong room, scrutiny of Form-17A and during counting.**

Sir/Madam,

The Commission has been issuing instructions on the subject cited from time to time. In this context, the presence of Observers during vital events such as randomization of polling personnel, sealing of strong room, scrutiny of Form-17A and during counting, has been prescribed vide Commission's instructions in the past and have been reiterated from time to time.

It has been brought to the notice that in some Parliamentary Constituencies, there will be a mismatch in number of observers available and the locations in which such vital activities as referred to above are taken place as there is no uniformity in terms of locations of strong rooms/counting centres, district headquarters, RO's headquarters, etc. To handle this situation, over and above the existing instructions of the Commissions, the following instructions are issued which shall be followed depending on the requirement of the parliamentary constituency/district by the ROs/DEOs and the Observers collectively:-

1. Randomization of polling personnel:-

The instructions regarding randomization have already been issued. Depending on the number of observers available within the constituency, the DEO/RO concerned in consultation with the observers will decide the location where such randomization will take place. In the process it shall be ensured that one of the observer remain present at the time of any such randomization takes place. In order to ensure compliance to this, wherever necessary, the ARO may bring the

software/database for randomization in the presence of observer and take the list of polling personnel in the sealed cover.

2. Sealing of strong room:-

Wherever the number of strong rooms exceed the number of observers, following action shall be taken:-

In case of more than once strong rooms in the same premises or in the same town the sequencing of closure or sealing of strong room can be coordinated in such a way that once of the Observer remain present at the time of closing of each strong room without any deviation. In case strong room locations are distributed in the constituency, observers of the PC and the DEO/RO will, in advance, decide which observer will remain present at the time of closure of which strong room. The information should also be made available to the contesting candidates or their election agents in advance. Even after making these arrangements, if the number of observers is still less than the number of strong rooms, the RO and Observer concerned shall authorize one of the Micro Observers to remain present as a representative of the Observer. In such case, the RO and observer have to take due care to select a most suitable micro observer from the list of micro observers and give advance information to all concerned. In such cases, the DEO/RO shall ensure that one senior officer alongwith ARO of the district administration remain present. In such cases, a joint report alongwith videography will be submitted by the ARO and Micro Observer jointly to the RO and Observer. After getting joint report from ARO/Micro Observer, the RO and the Observer shall record their satisfaction about the process of closure of strong room. Similarly, candidates or their agents may also have the problem of not being available in all strong rooms. In such a situation, the candidates may be allowed to send an authorized representative who will have the authority of the candidate in writing, also carry a photo ID card and who should be a voter within the concerned parliamentary constituency.

3. Scrutiny of Form-17A:-

The scrutiny of Form-17A alongwith other documents will be taken up at 11:00 A.M. on the day following the day of poll at the headquarters of

the Returning Officer and in presence of Observer. All contesting candidates shall be given an advance notice in writing under proper acknowledgement so that they or their agent/representatives remain present. An assembly constituency wise schedule for taking up scrutiny shall be prepared and it will be ensured that all documents with regard to assembly segments where strong room is at the place different from the RO's headquarters are brought by the ARO to RO headquarters in time to scrutiny to be undertaken.

4. **Security of Strong Room:**

The strong room shall be opened at the time so appointed in the presence of candidates and their representative after verifying the intactness of the seal. After taking out copies of Forms 17C and the packets containing Forms 17A and marked copies of electoral roll in respect of such polling stations (where polling has been more than the percentage as prescribed by the Commission after the end of poll) for scrutiny, the strong room shall be duly closed and sealed after making entry in the log-book and obtaining the signatures of all candidates or their representatives as may be present. The whole process shall be videographed.

5. **Transportation of Form 17-A, Marked Copy of the Electoral Roll, Presiding Officer Diary Form 17-C etc.**

All relevant papers required for scrutiny of Form 17-C shall be transported from strong room to RO headquarter under proper police escort along with executive magistrate. Candidates and their representatives shall be allowed to follow the vehicle transporting relevant papers. In this regard proper information about the travel plan should be given to the candidates/their Election Agents or their authorized representatives.

6. During the process of scrutiny the candidates / their election agents or their authorized representatives may watch the proceedings so that they can get a clear view of the proceedings but, are not able to handle the election papers/material or interfere with the proceedings.

7. **Post –scrutiny procedure :**

After scrutiny, the Forms 17A, 17C and marked copies of electoral roll for each polling station, other documents and material shall be re-sealed with the seal of the Returning Officer. The candidates or their election agents/representatives present, may also be allow to affix their seal to signature thereon, if they so desire. These sealed envelopes shall then be kept back in the strong room from which they were taken out. This shall also be done in the presence of the candidates or their election agents/representatives. The room shall then be sealed with the seal of the Returning Officer. The candidate or their representatives may also affix their/signatures thereon of they so desire.

8. After scrutiny of Forms 17A, 17C and other documents and materials, the Returning Officer and Observer shall make necessary recommendations to the Commission for repoll, wherever considered necessary, giving reasons polling station wise. In case of any difference of opinion, the same shall be reflected indicating the reason for the same in their respective reports.

This may be brought to the notice of all concerned.

Yours faithfully,

(Sumit Mukherjee)
Secretary

INSTRUCTION SI. No. 43

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No.576/3/2014/ SDR/vol-II

Dated: 18th Sept., 2015

To,

The Chief Electoral Officers
of all States and UTs.

Sub: Symbol for "None of the Above" option on ballot paper.

Madam/Sir,

As per the existing directions of the Commission, the notation 'NOTA' within rectangle is to be printed against 'None of the Above' on the ballot paper. The Commission has now specified the symbol printed below for 'None of the Above' option.



2. The above symbol shall be printed on the ballot paper against 'None of the Above' in the column meant for printing of election symbol. The entries will appear on the ballot paper as shown below:-

.....
(Sl. No.)

None of the Above



3. The design of the symbol for NOTA may be obtained from M/s Ideal Cottage, Ideal Cottage Industries, Chandpole Bazar, Jaipur-302001, Rajasthan or M/s Times Engineering, 14 S.L.V. Complex, Srinivasa Mandira Road, Balapet Cross, Bangalore-560053 (E-mail : timesengineering19@gmail.com).

4. The above direction may be brought to the notice of all election related authorities in your State/UT including the Secretary of the Legislative Assembly (for elections to Rajya Sabha) . This may also be brought to the notice of all political parties based in the State/UT.

Yours faithfully,

(K.F.WILFRED)
PRINCIPAL SECRETARY

INSTRUCTION SI. No. 44

By Speed Post/E-mail

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001.

[No. 4/2015-SDR Vol.I](#)

Dated 8th December, 2015

To

The Chief Electoral Officers,
Andhra Pradesh,
Hyderabad.

Subject: Issuing of Election Duty Certificate in Council Elections-regarding.

Sir,

Attention is invited to the Commission's letter No. 322/AP-LC/2013-CC&BE dated 13th February 2013. The Commission has reviewed the instructions contained in the said letter dated 13th February 2013 and it is pointed out that Rule 20 of the Conduct of Elections Rules 1961 confines facility of Election Duty Certificate only for elections from Parliamentary Constituency and Assembly Constituency. In view of this legal position, it is clarified that in elections from Council Constituencies, EDC **will not be** applicable and if an elector is not able to vote in person in his polling station on account of being on election duty, he/she would be entitled to vote by postal ballot.

This may be brought to the notice of all the ROs for elections to Legislative Council for compliance in all future election. The political parties based in the States may also be informed.

Kindly acknowledge receipt.

Yours faithfully,

N.T. Bhutia
Under Secretary

INSTRUCTION SI. No. 45

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashok Road, New Delhi-110 001

No.4/3/2016/SDR

Dated: 5th April, 2016

To,

All Recognised National and
State Political Parties.

Subject: Pollution of environment on account of use of plastic sheets for making use of posters/banners during the election campaign.

Sir,

I am directed to invite your attention to the Commission's letter bearing No. 4/3/2006/JS-II dated 16th March, 2006, No. 4/3/2004/JS-II/Vol.I dated 11th March, 2004, No. 4/3/2003/JS-II/Vol.I dated 1st May, 2003 and No. 4/3/99/JS-II, dated 16th July, 1999 on the use of plastics during election campaign.

The Commission reiterates that all political parties should try to avoid the use of plastic/polythene and similar non-biodegradable materials for preparation of posters, banners etc. during election campaign in the interest of environment protection. Your cadres may be advised suitably.

With regards,

(ANUJ JAIPURIAR)
SECRETARY

Copy to :- Chief Electoral Officer of all States and Union Territories.

7

ELECTION COMMISSION OF INDIA
NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110 001.

No.4/3/2003/J.S.II/Vol.I

Dated: 1st May, 2003

To

All Recognised National and
State Political Parties.

SUBJECT: Pollution of environment on account of use of plastic sheets for making
use of posters/banners during the election campaign.

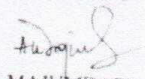
Sir,

I am directed to invite your attention to the Commission's letter No.
4/3/99/J.S.II, dated 16th July, 1999 on the use of plastics during election campaign (copy
enclosed).

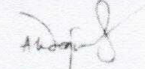
2. The Commission reiterates that all political parties should try to avoid the use of
plastic/polythene for preparation of posters, banners etc. during election campaign. Your
cooperation in the matter will be highly appreciated.

3. The receipt of the letter may kindly be acknowledged.

Yours faithfully,


(A.K. MAJUMDAR)
SECRETARY

Copy forwarded to the Chief Electoral Officers of all States and Union
Territories for information and necessary action.


(A.K. MAJUMDAR)
SECRETARY

STANDARD DISTRIBUTION

By Camp Day 6

ELECTION COMMISSION OF INDIA

(NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001)

No.4/3/2004/J.S.II/Vol.I

Dated: 11th March, 2004.

To

All Recognised National and
State Political Parties.


SUBJECT: Pollution of environment on account of use of plastic sheets
for making use of posters/banners during the election
campaign.

Sir/Madam,

I am directed to invite your attention to Commission's letter
No. 4/3/2003/J.S.II/Vol.I dated 1st May, 2003 and letter No. 4/3/99/J.S.II
dated 16.7.1999 on the use of plastics during election campaign.

2. The Commission would like to reiterate that all political
parties should try to avoid the use of plastic/polythene for preparation of
posters, banners etc. during election campaign. Your cadres may be
advised suitably.

Yours faithfully,


(K.F. WILFRED)
SECRETARY

Copy to Chief Electoral Officer of all States and Union
Territories.

R. E
pl. gssuse
gss

BY SPL. MESSENGER
BY SPEED POST

ELECTION COMMISSION OF INDIA
NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI -110 001.

No. 4/3/2006/JS-II 2153702193

Dated:- 16th March, 2006.

To

All Recognised National and
State Political Parties.

Subject:- Pollution of environment on account of use of plastic sheets for making
use of posters/banners during the election campaign.

Sir,

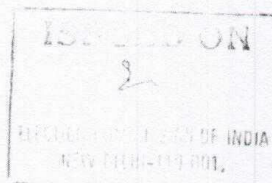
I am directed to invite your attention to Commission's letter No. 4/3/2004/JS-II/Vol.I, dated 11-3-2004, No. 4/3/2003/JS-II/Vol.I dated 1st May, 2003 and letter No. 4/3/99/JS-II, dated 16.7.1999 on the use of plastics during election campaign.

The Commission has desired that all political parties should try to avoid the use of plastic/polythene for preparation of posters, banners etc. during election campaign. Your cadres may be advised suitably.

Yours faithfully,


(K. AJAY KUMAR)
SECRETARY

✓ Copy to Chief Electoral Officer of all States and Union Territories.





Chairman

J. F. Ribeiro, I. P. S. (Retd.)

World Wide Fund For Nature-India
विश्व प्रकृति निधि - भारत
Maharashtra State Office

7 May 1999

The Chief Election Commissioner
Govt. of India
Nirvachan Ayog
New Delhi

Sir,

I would like to draw your attention to the use of plastic material in the forthcoming elections, which is likely to be very high, as various political parties try to clarify their stand and promote themselves to woo voters.

We, as a leading environmental group, are very much perturbed on the excessive and non-sensible use of plastic by political parties on various occasions in the recent past, which has not only caused choking of drainage systems in major towns and cities but as well created panic amongst rural public due to spread into their agricultural fields. Earlier posters and banners were made either from paper or cloth. However, nowadays there is a trend to use thin plastic which is non-biodegradable and a threat to the environment. In this connection I would request you to use your authority and issue necessary instructions to all the political parties to avoid plastics, so as not to cause damage to the "atmospheric environment" and natural resources.

Thanking you,

Yours faithfully,

J. F. Ribeiro

Encl: Specimen of a publicity pamphlet made up of plastic

TRUSTEES

Mr. S. P. Godre, President
Justice Leda Seth (Retd.) Vice-President

Dr. M. S. Swaminathan, President (Emeritus)

Dr. Dhruvayee Ghosh	Mr. M. A. Partha Sarathy
Dr. T. N. Khosla	Ms. Bala Ekar
Mr. A. K. Mahendra	Dr. Anil Kumar Banerjee
Mr. S. S. Ramachandra Raja	Mr. Vikram Lal

National Insurance Building, 204, Dr. D. N. Road, Fort, Mumbai-400 001. ☎ Tel: 207 8105, 207 5142, 207 4970 • Fax: 2076037

MOST IMMEDIATE
ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN,
ASHOKA ROAD,
NEW DELHI-110001

No.4/3/99/J.S.II

Dated : 16th July, 1999.

To

All Recognised National and
State political parties.

Subject:- Pollution of environment on account of use of plastic sheets for making
posters/banners - regarding

Sir,

I am directed to enclose herewith a copy of letter dated 7.5.1999 received
from "World Wide Fund for Nature-India" which is self explanatory.

2. The Commission is concerned with the issues of environment hazards
raised in the above mentioned letter. The Commission urges all political parties to avoid
the use of plastic/polythene for preparation of posters, banners, etc.

3. The Commission expects that the issue will be viewed by your party with
the seriousness it deserves and the party cadres at all levels will be appropriately advised
by you.

Yours faithfully,


(K.J. RAO)
SECRETARY

INSTRUCTION SI. No. 46

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

NO.464/INST/2016/EPS/351-386

Dated:-30th April, 2016

To

The Chief Electoral Officers,
Of all States/ UTs.

Sub: Placement of the camera used for webcasting during poll day and poll process - Reg.

Reference: 1) Instruction No.464/INST/2014-EPS, Dated 21st March, 2014;
2) Instruction No.464/INST/2014-EPS, Dated 6th October, 2015;
3) Instruction No.464/INST/2014-EPS, Dated 16th October, 2015;

Sir/Madam,

I am directed to refer to Commission's instructions cited above regarding multiple measures to be taken to keep a watch on polling process at polling stations to ensure free and fair elections. In this connection the following instruction are issued for strict compliance.

1. During webcasting in polling stations, it should be ensured that the camera is placed at sufficient height, say, 7-8 ft. above the ground.
2. The camera should be placed a stable & sturdy platform or on a wall mounted stand and kept in fixed position.
3. The position of the camera should be such that a broad view of the following aspects of elections(poll) proceeding are clearly captured and transmitted:
 - I. Process of Identification of voter by polling Officer;
 - II. Application of Indelible ink on the finger voter;
 - III. Initialization of Control Unit of EVM by Presiding Officer after satisfactory identification of voter;
 - IV. Voter's visit to voting compartment for casting voter on the balloting unit of EVM, but without showing cover face of Ballot Unit so that voter's secrecy is preserved under all conditions.
 - V. Presence of Polling Agents to the possible extent.
 - VI. At the time of closing of poll, distribution of slips/tokens to the voters in queue.
 - VII. Sealing of EVM (BU/CU), VVPAT if used and giving copies of form 17-C to polling agents.

4. The web-camera/laptop should be set at the polling station on the P – 1 day and a dry run of the webcasting should be done under the supervision of Returning Officer (RO) the name and number of Polling Stations alongwith date of poll should be pasted at such a place so that the camera view will always display throughout. The-Booth Level Officer and the Sector Officer concerned should give polling station-wise certificate to the Returning Officer that webcasting arrangement have been made as specified above and are functioning properly. On the basis of above certificates, the District Election Officer shall furnish a consolidated report to the Chief Electoral Officer for onward submission to the Commission.
5. The RO shall prepare signage of size “30 inch by 18 inch” with colour scheme of black letters on fluorescent yellow background, having the following text – “YOU ARE UNDER WEB-CAMERA/CCT SURVEILLANCE”. These signages shall be displayed prominently at multiple locations, inside and outside the polling booth.
6. Further, it must be ensured that in the frame work used for webcasting, advertisement of any kind is not displayed.
7. These instructions may be brought to the notice of all DEOs and ROs for strict compliance. The observers may also be informed for monitoring the compliance in the field.

The receipt of this letter may be acknowledged.

Yours faithfully,

(Sumit Mukherjee)
Secretary

INSTRUCTION SI. No. 47

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

NO.464/INST/2015/EPS

Dated:- 06thOctober, 2015

To

The Chief Electoral Officers,
of all States/ UTs.

Sub: Sharing of Webcasting during Elections - Reg.

Sir/Madam,

Please refer to the Commission's consolidated instruction No.464/INST/2014/EPS, dated 21st March, 2014 regarding multiple measures namely, Micro-Observers, video camera still camera, web-casting etc. to keep a watch on polling process at polling station to ensure free and fair elections. The Commission has decided that henceforth, webcasting in polling stations will be restricted for viewing only by the election machinery in keeping with the spirit of Rule 93(1) of the Conduct of Election Rules, 1961.

Please acknowledge of the letter.

Yours faithfully,

(SUMIT MUKHERJEE)
SECRETARY

INSTRUCTION SI. No. 48

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

NO.464/INST/2014-EPS

Dated:-21st March, 2014

To

The Chief Electoral Officers of all States & Union Territories.

Sub: Multiple measures to keep a watch on polling process at polling Stations to ensure free and fair elections—Micro –observers, video camera, still camera, web casting etc. – reg.

Sir/Madam,

The Commission has issued instructions, from time to time, on various measures to keep a watch on the polling process at Polling Stations, to ensure conduct of free and fair elections. These measures include use of Micro-observers, video cameras, still cameras and web-casting.

In view of the announcement of the General Elections to Lok Sabha, Legislative Assemblies of 4 States and Bye-elections to fill up the casual vacancies in 8 States, consolidated instructions are being issued, in supersession of all existing instructions, on the use of Micro-observers, video cameras, still cameras and web casting at Polling Stations, which are as follows:

1. Critical Polling Stations must be covered at least by one the of the measures to keep a watch on polling process-

a. Considering the limitation on availability of central Armed Police Forces (CAPFs), Commission has decided that critical Polling Stations shall at least be covered by one or more of the following to keep a watch on the polling process, as non-CAPF measures:

- i. Micro observer
- ii. Video camera
- iii. Still camera
- iv. Web casting

b. Allocation of force to Polling Stations is done on the basis of sensitivity analysis. Even at those Polling Stations where CAPF is deployed, the measures given in (a) above can be put in place to keep a watch on the polling process.

2. Use of Micro-observers at Polling Stations-

- a. Category of persons who can be appointed as Micro-observer-** The following category of persons can be appointed as Micro-observers:
- i. Government of India employees, not below group-C.
 - ii. Employees of Central Public Sector Undertaking, not below group-C.
- b. Preparation of database of Micro-observers--**District Election Officer (DEO) will prepare a database of all Government of India and Central Public Sector Undertakings employees in the District. The database shall contain the name, designation and organization of the employee. The database will also have the elector details of the employee including the Assembly, Part and serial number in the electoral roll and the EPIC number. In addition to this, the postal address, telephone number, mobile number and email ID of the Micro-observers should also be included in the database.
- c. Sharing of Micro-observer database with other districts –** There may be a situation that some districts do not have adequate number of Government of India or Central PSU employees to be appointed as Micro-observers. DEO of such a district shall get the database of Government of India or Central PSU employees posted in neighboring districts, with the help of the Divisional Commissioner, in States which have a divisional commissioner system and with the help of CEO in other States. In case a Micro-observer has to go to another district on poll duty, arrangement for proper stay of such Micro-observers must be made. Similarly arrangements for their travel from the district of their work to the district of their poll duty must also be made by the DEO.
- d. Micro-observers can be used on more than one poll day-** In case of multi-poll days' elections and in case of shortage of Micro-observers they can be used for poll duty on more than one poll day. The convenience, safety and logistics of movement must be taken into account while putting them on duty for more than one poll day.

- e. Randomization of Micro observers-** The list of Polling Stations where Micro-observers are to be appointed shall be prepared by the DEO in consultation with the Observer, depending on the sensitivity analysis of Polling Stations and availability of Micro-observers. The available Micro-observers will then be randomized in the presence of Observer, among those Polling Stations. The conditions for randomization of Micro-observers will be the same as that of Presiding Officers, viz. they shall not be posted on duty in a Polling Station within the same Assembly Constituency, where they are enrolled as voters or where they are working. All efforts should, however be made to put them on duty in the same Parliamentary Constituency where they are enrolled as voters, to enable them to exercise their franchise through EDC. They shall be informed about the exact Polling Station where they will be on duty only on the day of departure.
- f. Training of Micro observers-** Micro observers should be given a detailed training on the rules and procedures of the entire polling process. In addition, they must also be trained on the work of observation, which is expected of them, and the method of filling the report which they are required to submit. There should be at least two round of training for Micro observers. They should be trained by the Observers. Illustrative training material for the Micro-observers is available on the ECI website under the link "Training Material at Sl. No.14 Micro Observer".
- g. Logistics for Micro observers-** The district election Officer shall be responsible for providing logistics to Micro-observers. One Nodal Officer for Micro-observers shall be appointed for each district by the DEO. Micro-observers will reach the dispatch centers on their own. From the dispatch centres they will be sent with the polling teams to the Polling Station. They will return to the receipt center with the polling teams. Each Micro-observer shall be given a photo identity card by the DEO to ensure his/her access to the Polling Stations.

- h. Honorarium to Micro-observers-** Micro-observers shall be paid an honorarium of Rs. 1000/- for each Poll day of duty. This shall be in addition to the admissible TA and DA, and the food allowance as per the norms of State and their parent Department. The honorarium, TA, DA and food allowance should be paid by the Returning officer, in cash, to the Micro-observers at the receipt center itself.
- i. Exercise of franchise by Micro-observers-** Micro-observers are entitled to EDC or postal ballot like any other person on poll duty. The DEO shall send Form-12 and Form-12 A to every Micro-observer along with the appointment order. Micro-observer shall be asked to bring the completed Forms on the first day of training. The completed forms shall be sent to the concerned Returning Officer by the DEO. The Returning Officer shall issue EDC or postal ballot depending on eligibility and ensure that it is delivered to Micro-observer on the second training day. All instructions of the Commission on Postal Ballots and EDC for employees on poll duty shall also apply to Micro-observers.
- j. Micro-observers in multi-polling station locations-** In case of location at which a Micro-observer is put on duty has more than one Polling Stations, the Micro-observer shall be responsible for all the Polling Stations at that location. There is no need to post separate Micro-observers in Polling Stations at one location. The Micro-observer shall divide his time between Polling Stations and will visit all the Polling Stations within the same campus at frequent intervals. He shall make it known to the polling agents at each Polling Station that he is available in case they want to bring anything to his notice.
- k. Supervision of the work of Micro-observers-** General Observers will supervise the work of Micro-observers and shall be in close touch with them. Micro-observers shall report to the Observer alone and not to other election officials.
- l. Work to be done by Micro-observers on poll day-** Micro-observers should reach the Polling Station at least one hour before the start of poll. They will do the following at the polling station-
- i. Assess the preparedness at the Polling Station.**

- ii. Check the availability of Basic Minimum Facilities (BMF) at the Polling Station and certify, before the start of Polling.
- iii. Watch the mock poll and see that it is carried out as per the instructions of the Commission.
- iv. See that the votes in the CU are cleared after the mock poll and before the start of actual poll and that mock poll certificate is signed by the Presiding Officer.
- v. During the poll day he should regularly note down the important points for his report in the format given at Annexure-2.
- vi. It is made absolutely clear that in no case the Micro observer will act as Presiding Officer or the polling officer. His task is to observe that the election process is being carried out in a free and fair manner and there is no vitiation of poll.
- vii. During the process of observation on the day of the poll, the Micro-observer shall specially observe and note:-
 - Mock Poll Procedures,
 - Presence of Polling Agents and observance of ECI instructions with regards to them,
 - The observance of entry pass system and access to polling station,
 - Proper identification of electors in accordance with ECI guidelines,
 - Identification and recording procedures for the Absentee, Shifted and Dead voter's list (ASD list),
 - Application of indelible ink,
 - Noting down particulars of electors in register Form 17-A including the noting down of the alternate identity documents used for identifying the voter.
 - Secrecy of voting,
 - Conduct of polling agents, their complaints, if any, etc.

Viii If the Micro-observer feels that the poll is being vitiated for any reason, he will immediately bring it to the notice of General observer through any means of communication available to him including mobile phone, police wireless etc.

M-Report to be submitted by Micro-observer- After the poll process is over, the Micro-observer will submit a report to the General Observer

in the format as enclosed at Annexure-1. He shall hand over the report to the General observer at the collection center in a sealed envelope. He shall also orally brief the General Observer on anything of importance that had happened during the day. General Observers will go through the report submitted by Micro-observer and can seek any further clarifications required.

N-Micro-observers to remain present at the time of scrutiny- Micro-observer reports shall also be taken into consideration at the item of scrutiny after poll for taking a decision on re-poll or disciplinary action against any delinquent polling staff. Micro-observer should remain available at the time of scrutiny, for the general observer to seek any clarifications, if required.

3. Use of Video Cameras and Still Cameras on the Poll day at Polling Stations-

a. **Use of video camera and still cameras at Polling Stations-** Video cameras shall be used at as many Polling Stations as possible to keep a watch on the proceedings. Still cameras shall be used at all those polling stations, where Micro-observers, video cameras or web casting is not being used. In this manner, all critical Polling Stations shall be at least covered by some method to keep a watch on the proceedings.

b. **Inventory of cameras-** DEOs shall prepare an inventory of all video and still cameras available in the district, which can be used on the poll day at Polling Stations:

- i. An inventory of all video and still cameras available in all Government Departments shall be prepared. All video and still cameras available in all Government Departments shall be made available to the DEO.
- ii. In addition, DEO shall also hire video and still cameras from the market and shall fix the hiring charges, based on prevailing market rates.
- iii. Private videographers or photographers hired by the DEO should not belong to any political party and should not be known sympathizers or supporters or close relatives of any of the contesting candidates or leaders of any political party and

should not have been hired by any political party or contesting candidate.

- iv. The DEO can also use video and still cameras owned by Government Employees and shall fix the hiring charges for them as well. These may be a little less than the hiring charges for video and still cameras hired from the market.
 - v. In case video or still cameras are hired from Government Employees, the employee from whom the camera is hired shall also be used for videography/photography using that camera. In these cases, the instructions for randomization of employee on poll duty shall also apply.
 - vi. In case video or still camera is hired from a Presiding Officer or Polling Officer, it can be used in the polling station where they are on put duty. However, another polling officer will be appointed to handle the camera, so that the Presiding Officer of the Polling Station concerned shall be able to do his/her work uninterruptedly.
 - vii. In case there is a shortage of video or still cameras in any district, they shall be taken from the neighboring district, and the Divisional Commissioner or the CEO will facilitate such sharing of video cameras between districts.
- c. **Method of placing cameras-** Cameras shall be placed in such a manner that they can record the voters in the queue, and the proceedings in the Polling Station, including the process of identification of voters, application of indelible ink etc. **It must be ensured that secrecy of voting is not violated by the camera in any manner.**
- d. **What should be recorded by the camera-** The videographer / photographer shall make sure that all important events such as mock poll, sealing of EVMS, signing by polling agents on the seals of EVMs, etc. are properly recorded. Any untoward incident at the Polling Station must also be recorded. Specially the following must be recorded:-
- i. Attempts of intimidation of voters

- ii. Attempts of inducement/bribing of voters
- iii. Canvassing within 100 meters of Polling Stations
- iv. Positioning of voting compartment
- v. Basic Minimum Facilities (BMF) at the Polling Station
- vi. Presence of polling agents
- vii. Mock Poll
- viii. Clearing of Mock Poll.
- ix. Sealing of EVMs.
- x. Process of identification of voters
- xi. Voters in queues
- xii. The length of queue at the time fixed for close of poll.
- xiii. Any dispute of any nature at the Polling Station
- xiv. Visit by Sector Officers, Observers and other electoral functionaries or any important person including the candidates.
- xv. Replacement of EVM, if any.
- xvi. Any incident at the Polling Stations
- xvii. All video and photography should be done with date and time recording so that the real time and date can be verified.

Note: The list above is illustrative and not exhaustive.

- e. **Retention of video/still photo recording-** The recording made by video and still cameras shall be kept in video tapes, CDs, Pen drives or other storage devices in the safe custody of District Election Officer. These recordings shall be retained till the period of filing of Election Petitions is over, and in case an election petition is filed, till the final disposal of the Election Petition.
- f. **Copies of recording to be given-** Copies of video and still photo recording should be given on demand, free of cost to candidates and on payment of a fee of Rs. 100/- per CD to any other person.
- g. **Training of videographers/photographers-** Videographers / photographers should be trained by the Returning Officer on how videography/photography should be done and what event must be covered. The videographers/photographers must be told that the

principle behind the scheme is to record critical events which are likely to vitiate the poll and not to just videotape or photograph in a routine manner only to fill the cassette or camera memory.

- h. Food for videographers/photographers-** Food shall be provided to videographers and it shall be ensured that the videographers /photographers DO NOT accept the hospitality of any contesting candidate or political party or their workers. All video teams should be under the personal supervision and guidance of a senior election officer.
- i. Video recording/photographs to be seen and videographers / photographers to be available at the time of scrutiny-** If videography /photography has been done at a Polling Station, it shall be viewed by the RO and Observer at the time of scrutiny, in case of any complaint with respect to that Polling Station. Videographers/photographers shall remain available at the time of scrutiny so that the RO and Observer can seek any clarification, if they feel it necessary.

4. Use of Web Casting at Polling Stations

a. Meaning of webcasting- Web casting simply means live streaming of video on the internet. It does not involve use of complicated technology. All that is needed is a video camera connected to the internet.

- i. Any video camera including a webcam capable of being connected to the Internet can be used for web casting.
- ii. Camera can be connected to the Internet through a computer, either desktop or laptop.
- iii IP cameras with direct connection to the Internet are also available. These days, which may be used.
- iv Many mobile devices with built in Internet connectivity also have cameras. These include mobile phones, tablet computers etc. They can also be used for web casting.

b. identification of locations for webcasting: Commission desires that web casting should be done from as many Polling Stations as possible. Efforts should be made for webcasting from all Polling stations where Internet connection is possible. For this purpose, DEOs should check the availability of Internet connection through a landline or mobile broadband connection at each Polling Station.

c. Process of setting up webcasting at Polling Stations-

i. A temporary landline or mobile broadband connection should be taken in all Polling Stations where connectivity for such an Internet connection is possible. Other webcasting infrastructure should then be provided to all such Polling Stations where Internet connection is taken.

ii Desktop or laptop computers can be borrowed from schools or Government Offices, wherever available for a few days for use at the Polling Stations for webcasting. Most Polling stations are located in school buildings, where computers have been provided under various Government and Non-Government programmes. These computers can be used on the poll day for the purpose of webcasting. In case computers are not available at the Polling Station building itself, they can be borrowed from other Government Departments or taken on rent for a few days.

iii. Cameras should then be provided and connected to the computers, having Internet connection, at Polling Stations.

iv. If mobile devices with cameras and Internet connection are available, they can be provided to Polling Stations for webcasting. Such mobile devices can also be hired for a few days.

v. Some CEOs have suggested that they have access to IP cameras, which do not require connection with computers for webcasting. These IP cameras if available can also be used.

d. Preparation for live streaming- Live streaming of video from Polling Stations will require that the computer, mobile device or the IP camera at the Polling Station is configured for live streaming of video on some website. Many websites allow free live streaming of videos. These include YouTube, You Stream etc. The method of configuration for live streaming of these websites is given in Annexure-2. It may be noted that no payment of fee etc. is required for this purpose.

e. Preparation of the CEO website for webcasting- A special webpage should be prepared on the website of each CEO for the public to access the webcasting of Polling Stations of that State/UT. The link to this webpage will be prominently displayed on the homepage of the CEO's website. This page will have hyperlink to the webpage of each Parliamentary/Assembly Constituency. The constituency webpage will have hyperlinks to the webcasting pages of Polling Stations. The

hyperlink to the Polling Station webcasting will redirect the user to the webcasting website which could be YouTube, You Stream or any other free video streaming website.

f. Checking of the webcasting preparation before poll day- Preparation of the website of CEO, and configuration of computers including taking of Internet connections at Polling Stations should be completed **at least 3 days before the poll**. Live test of webcasting from Polling Stations should be carried out at **least 2 days before the poll** to ensure that nothing goes wrong on the poll day.

g. Recording of video in case of webcasting- In all cases where webcasting is done, the video of entire day's proceedings may be recorded. This can be done locally on the computer in the concerned Polling Station or on the server of the CEO, Centrally or both. In either case the Polling Station wise recording of the entire day's proceeding must be kept in the server of the CEO and should be available to the RO and Observer for viewing at the time of scrutiny on the next day after the poll in case of any complaint with respect to that Polling Station.

h. Webcasting to be available in public Domain- the purpose of webcasting is to make the polling process transparent. All webcasting should therefore be put in public domain. Wide publicity should be given to the fact that webcasting can be seen by member of the public and also by political parties, candidates and their agents. It should also be published that if any person notices any violation of rules and procedures on the webcast, he/she can make a complaint to the Returning Officer /Observer. Arrangements should be made for an immediate inquiry on all such complaints. Polling Stations for which complaints have been received shall also be kept for scrutiny by RO and Observer, on the next day after the poll.

i. Additional Staff for Webcasting-

i. In the CEO Office-No additional staff would be required at the CEO office. The IT team of the CEO office should prepare the CEO website in advance and should train the team of the DEOs for webcasting

ii. In DEO Office/RO Office- Depending on the number of Polling Stations from which webcasting is planned, one or more IT personnel will be needed in the office of DEO/RO. For this purpose, IT manpower available in Government offices in the district should be borrowed and trained in advance.

iii. In the Polling Stations- One additional polling officer will be needed in Polling Stations where webcasting is done. This polling officer should have some background in IT and should be trained in the process of webcasting.

iv Sector Officers- All Sector Officers must be trained in webcasting. They should be fully involved in the preparation for webcasting and live checking of webcasting, **two days before the poll**.

j. **Training-** Training of all Officers/Staff associated with webcasting is very important. All Sector Officers, Presiding Officers and polling officers of the Polling Stations where webcasting is planned must be trained in webcasting. The district IT staff should also be properly trained.

CEOs may ensure implementation of the above listed non-CAPF measures and monitor them.

Yours faithfully

(SUMIT MUKHERJEE)
SECRETARY

INSTRUCTION SI. No. 49

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

NO.464/INST/2014-EPS

Dated:-6th May, 2014

To

- The Chief Electoral Officers of
1. Andhra Pradesh, Hyderabad
 2. Bihar, Patna
 3. Himachal Pradesh, Shimla
 4. Jammu & Kashmir, Jammu
 5. Uttar Pradesh, Lucknow
 6. Uttarakhand, Dehradun
 7. West Bengal, Kolkata

Sub: Focused tracking of poll day events through dedicated teams - Reg.

Sir/Madam,

The Commission has issued instructions regarding preparation of effective communication plan, validating plan and putting the plan to use effectively, to track to poll day events. In spite of these instructions, it is noticed that the effective communication plan needs to be further fine-tuned. Against this background, the Commission has issued the following instructions to be implemented in the poll going States on 07.05.2014 & 12.05.2014:-

1. The CEO will form one dedicated team for each poll going district. For the purpose he/she can draw effective manpower from the other offices immediately. Landlines/mobile phones shall be used by the team for communicating. Even the personal mobile phones of the team members can be used for the purpose and that will be compensated by the CEO. The name and contact numbers of the district-wise tracking team will be sent to respective districts and the district wise names and telephones of similar dedicated teams may be immediately obtained so that one to one contract is established.
2. At the district level. The DECOs will have a control room with dedicated teams for the administrative unit-wise tracking at Tehsil/Block level, whichever is convenient. Similarly, Tehsil/Block level dedicated officers will be tracking each and every polling station. In this process from CEO

offices up to the polling station there should be effective communication.

3. At each and every stage the dedicated groups will track the events and keep the District control room and CEO control room informed.
4. It is observed that any untoward events at polling stations generally get covered in the local television channels. Hence the CEOs/DEOs will setup a separate control room to monitor the coverage on the local media. Once any untoward event is reported about the polling station, immediate response will be activated without waiting for any other formal report or complaint. In order to ensure the quick response, there should be adequate number of reserve officers with reserve vehicles and reserve video/cameras. On seeing reporting about any untoward incident, a reserve group should be immediately dispatched while simultaneously informing the Sector Officer about the incident. The Sector officer should also keep the district control room informed about the incident giving details of what exactly happened.
5. As per the Commission's instructions the Presiding Officers are permitted to carry their mobile phones in switch off mode. The Commission has now directed that the Micro Observers wherever posted in a polling station can also carry their mobile phone keeping them in silent mode. The contact number of the control room should be duly registered in their mobile phones so that in case of any need the Micro Observers can contact the control room after coming out of the polling station so that their conversation does not affect the proceedings of the polling station.

Besides, the district control room will have the phone number of each Micro Observer so that they can directly contact them.

6. If a video camera/digital camera is deployed in the polling station, before the commencement of the poll apart from recording the events like mock poll and commencement of poll, the presence of CAPF/Police personnel should also be recorded by clicking a photograph of the security personnel standing in front of the Board of the polling station. If the video camera/digital camera is not deployed the Presiding Officer or Micro Observer can make use of the mobile phone (if it has camera) and click the photograph of the security arrangement and forward the image to the control room or hand over the image at the time of handing over of EVM at the respective centers. In case of video camera/ digital camera not being available at the polling station, the Sector officer shall capture

the image of the polling Station along with security personnel deployed there when he visits the polling station.

7. The Commission has further directed that in case of any untoward incident or complaint, quick response shall be ensured. The response should take place within 30 minutes and facts may be quickly ascertained. Sector arrangements, control room arrangements, reserve vehicles and reserve officers shall be arranged in such a way that this aspect of the Commission's instructions is complied without any deviation.

Yours faithfully,

(Sumit Mukherjee)
Secretary

INSTRUCTION SI. No. 50
ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

NO.464/INST-VS/2014/EPS

Dated:-21th March, 2014

To

The Chief Electoral Officers,
Of all States/ UTs.

Sub: Distribution of Photo Voter Slips to the Electors by BLOs - Reg.

Ref: The Commission's instruction –

- i. 464/INST/2011/EPS, dated 18th February, 2011
- ii. 464/INST/2011/EPS, dated 19th March, 2011
- iii. 464/INST/2013/EPS, dated 14th June, 2013

Sir/Madam,

The Commission has issued instructions from time to time regarding distribution of Photo Voter Slips to voters. In the light of experience gained in the past and in order to streamline the mechanism of distribution of Photo Voter Slips and bring in greater transparency, following instructions are being issued for the process to be followed for distribution of Photo Voter Slips.

- a) The Photo Voter Slips shall be printed on a good quality paper, ensuring clear entries and photographs of voters appearing thereon. The District Election Officer (DEO)/Electoral Registration Officer (ERO) shall ensure that the photo Voter Slips are printed by following/meeting all possible safeguards.
- b) **Only one (1) set of Photo Voter Slips would be printed** for the registered electors of each Assembly Constituency, duly authenticated by the ERO, for distribution the BLOs.
- c) A pre-printed register of voters shall be given to each BLO along with the Photo Voter Slips of the electors of his/her Polling Station area. **The Photo Voter Slips should be issued under original signatures of the BLOs.** The BLO shall give the Photo Voter Slip either to the registered voter or to an adult member of the voter's family who is himself/herself a voter. The BLO shall obtain the signature or thumb impression of the person to whom the Photo Voter Slip is delivered, as an acknowledgement of having received the Photo Voter Slip. The register shall be deposited by the BLOs to the ERO before the day of poll.

- d) The marking of Absent/Shifted/Dead (ASD) Voters shall also be done on the Photo Voter Slips. These Photo Voter Slips may be stamped with a not **“ASD Voters – You will have to bring additional proof of identification such as-EPIC, any of the documents notified by ECI, on the day of poll”**. The Presiding Officers may be directed to verify such Voters through any additional document along with the Photo Voter Slip.
- e) **The Returning Officer (RO) of the Constituency shall prepare a schedule for distribution of Photo Voter Slips by the BLOs.** A copy of this schedule shall be given by the RO to the Political Parties, Booth Level Agents (BLAs) of all recognized political parties, if they have been appointed and contesting Candidates and their Agents, under acknowledgement.
- f) The BLAs of political parties/Candidates’ Agents **may accompany** the BLOs during the distribution work. When the BLA/Candidates’ Agent accompanies the BLO for distribution, their signatures should also be obtained on the register, as a token of having seen the distribution process to genuine voters. Strict action should be taken against the BLO if a complaint is received and it is proved that he/she did not share the schedule of distribution of Photo Voter Slips with BLAs or contesting candidates or their agents or did not allow them to accompany him/her during the distribution work.
- g) The DEOs shall ensure that BLOs maintain **absolute neutrality** during the distribution of Photo Voter Slips.
- h) Sector Officers should randomly check that distribution of Photo Voter Slips is being done as per these instructions and if any deviation is found it should be corrected immediately. Sector Officers should also verify from the Photo Voter Slip registers that all slips registers that all slips have been distributed and that signatures/thumb impression of acknowledgement have been obtained on the register.
- i) Returning Officer should monitor the distribution of Photo Voter Slips with the help of Sector Officers and should ensure that all Photo Voter Slips are properly distributed and duly accounted for.
- j) **Bulk distribution of the Photo Voter Slips shall not be allowed by BLO or any other person.**
- k) A mechanism should be set up at the level of each Sector Officer and the RO/ARO, to receive complaints about improper distribution of Photo Voter slips. All such complaints should be expeditiously inquired into; and immediate corrective action should be taken. **The ROs/ DEOs will also ensure appropriate legal action against person(s) who procure the Photo Voter Slips distributed by BLOs, from a Voter, under intimidation or by means of an inducement.**

- l) All undistributed Photo Voter slips should be kept in the office of the ERO/AERO, in each Assembly Constituency. Wide Publicity should be given that if any person has not received the Photo Voter Slip, he/she may collect it from the office of the ERO/AERO. A distribution register should also be maintained in the office of the ERO/AERO for taking acknowledgment from voters who collect their Photo Voter Slips from there.
- m) Distribution should be completed **at least five clear days** before the date of poll.
- n) BLOs will prepare a list of Photo Voter Slips left undistributed, on completion of the above mentioned distribution process, containing Serial No. and Names of the Voters, and will get it authenticated by ERO/AERO and use this list on the day of poll. **The undistributed Photo Voter Slips along with an alphabetical Voters' list shall be kept at a facilitation desk to be manned by the concerned BLO, outside each Polling Station, on the day of the poll.** Wide publicity should be given that any voter who has not received Photo Voter Slip may collect it from this facilitation desk on the poll day. The facilitation desk should be set up outside the Polling Station at a convenient and visible place so that voters can easily access it. It should be identified by a big flex board.
- o) BLOs will keep a record of distribution (signature/thumb impression) on the list itself on the day of Poll and finally deposit this list and any undistributed Photo Voter Slips to the ERO at the end of the Poll.
- p) **No photocopies of the Photo Voter Slips may be made for distribution purposes.** At the time of polling also, on Poll day, no voter carrying a photocopy of the Photo Voter Slip may be allowed to vote.
- q) The Observers would use the services of the Micro-Observers and Sector Officers to carry out random checks and ensure distribution of the Photo Voter Slips in an effective manner and to address complaints received, if any, from any quarter about the conduct of the BLOs in impartial and fair distribution of these Slips.
- r) Any unauthorized distribution/ possession of Photo Voter Slips (election Material) shall be considered as violation of the relevant provisions of the RP Act, 1951 and the IPC and is punishable with imprisonment or fine or both. **Instructions to this effect may be printed on the reverse of the Slips, along with other instructions like, not to bring any camera (still/video/digital) or Mobile Phone inside the Polling Station.**

Yours faithfully,

(Sumit Mukherjee)
Secretary

INSTRUCTION SI. No. 51

By Speed Post/E-mail

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 464/INST/2018-EPS

Dated: 14th September, 2018

To

The Chief Electoral Officer,
Of all States & UTs (except Rajasthan).

Subject: General Election to the Legislative Assembly - Distribution of Photo Voter Slips to the Electors by BLOs - Regarding.

Madam/Sir,

Your attention is invited to the Para(e) of the Commission's Instructions No. 464/INST-VS/2014-EPS, dated 21st March, 2014 regarding distribution of Photo Voter Slips to Electors which is as under:-

- “(e) **The Returning Officer (RO) of the Constituency shall prepare a schedule for distribution of Photo Voter Slips by the BLOs.** A copy of this schedule shall be given by the RO to the Political Parties, Booth Level Agents (BLAs) of all recognized political parties, if they have been appointed and contesting Candidates and their Agents, under acknowledgement.”
2. The Commission further directs that the returning Officers shall ensure that the above said schedule shall be given well in advance and this shall be adhered to strictly by all BLOs.
 3. This may be brought to the knowledge of all concerned for compliance.

Yours faithfully,

(SUMIT MUKHERJEE)
Principal Secretary

INSTRUCTION SI. No. 52

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

NO.464/INST/2016/EPS

Dated:-26th December, 2016

To

The Chief Electoral Officers,

- 1) Goa, Panaji.
- 2) Manipur, Imphal.
- 3) Punjab, Chandigarh.
- 4) Uttarakhand, Dehradun.
- 5) Uttar Pradesh, Lucknow.

Sub: General Election to the Legislative Assemblies of Goa, Manipur, Punjab, Uttarakhand and Uttar Pradesh-2017: Modification of instruction on official photo Voter Slips – reg.

Reference: The Commission's instruction-

- I. 464/INST/2011/EPS dated 18.02.2011**
- II. 464/INST/2011/EPS dated 19.03.2011**
- III. 464/INST/2013/EPS dated 14.06.2013**
- IV. 464/INST-VS/2014/EPS dated 21.03.2014**
- V. 464/WB-LA/2016(INST) dated 01.04.2016**

Sir/Madam,

As you are aware, the Commission has issued instructions from time to time regarding the distribution of official photo Voter Slips to voters a few days before the polls. The official Photo Voter Slip distributed to the voters through the election machinery is also an additional document for identification of voters at the polling Booth. The system of official Photo Voter Slips has been well-received widely appreciated by the various stakeholders in the electoral process for its usefulness, convenience and out-reach amongst electors, which has contributed to greater electoral participation and voter engagement.

In continuation of the above-mentioned instructions and in the light of experience gained in the past, to further enhance the effectiveness of the Photo Voter Slips as an important instrument of voter facilitation and awareness, as well as to improve its utility in establishing the identity of the voters on poll day, the Commission has decided to improve the design of the

official photo Voter Slip to make it more perceptible, informative and useful. The existing size of the Photo Voter Slip has been substantially increased, with a much larger voter's photograph for better and easy identification. Further, to aid and guide the voter regarding the polling station location and other important instructions for poll day, the snapshot of polling station Google-map, along with crucial information/Do's and Donts' added to the revers of the photo Voter Slip.

Accordingly, the following instructions regarding Photo Voter Slips are being issued. And the existing instructions shall stand modified to the extent thereof:

1. The official Photo Slips will be printed in the size of 'Half of A-4 paper' i.e. 8 inches by 6 inches (8" X 6").
2. The official photo Voter Slip will be printed with proper accounting on both sides, as per the Sample enclosed herewith, showing the front and the reverse print.
3. Good quality paper should be used for printing the photo Voter Slips.
4. The printing quality should be of high standard so as to ensure clear, legible and unambiguous image and content.

The receipt of this letter may be acknowledged with confirmation that relevant instructions have been issued to the District Election Officers/ Returning Officers concerned and other connected officers for necessary compliance.

Yours faithfully

(Nikhil Kumar)
Director



ELECTION COMMISSION OF INDIA
General Election to Legislative Assembly of (State/UT) - 2017



फोटो मतदाता पर्ची/PHOTO VOTER SLIP

राज्य/State	Bihar
विधान सभा निर्वाचन क्षेत्र Assembly Constituency	Belhar
नाम Name	सुरज
लिंग/Gender	Male
पहचान पत्र क्रमांक EPIC No	WL085876
पिता/पति का नाम Father's/Husband's Name	सुरज
भाग संख्या/Part Number	21
भाग का नाम/Part Name	Prathamik Vidyalay Bauka
मतदाता क्रमांक/Serial No.	976
पुलिस स्टेशन/Poll Station	Pronnat Madhya Vidyalay Bauk
चुनाव के दिनांक Polling Date	No election scheduled currently
नवीनतम अपडेट का समय Last Updated On	16/12/2016

Date of Poll : _____

Timings : _____ to _____

DISTRICT ELECTION OFFICE:

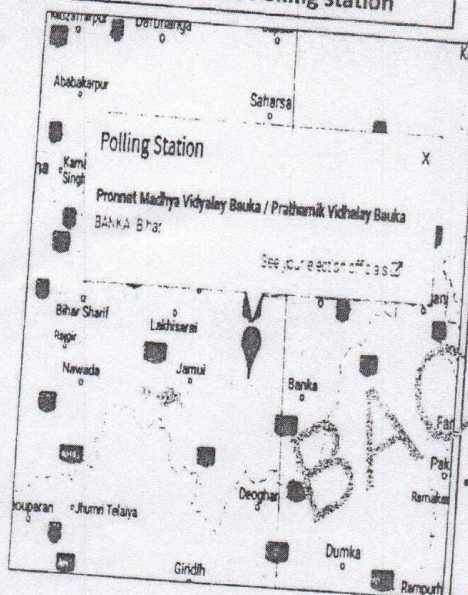
DEO website: _____

(District name) _____

DEO Helpline No. : _____

(Handwritten signature)

Map of the Polling station



Important Information for Voters

- BLO : (Name and Contact No)
 - All the voters who are in the queue at the closing time of the poll shall be allowed to cast their vote
 - There are separate queues for women; Senior citizens are given priority for voting
 - Blind and infirm voter can be permitted to take an adult companion into the voting compartment for recording the vote
 - Gadgets like mobile phones and cameras are not allowed inside the polling booth
 - Offering or accepting money or any other gratification to vote for particular candidate is a corrupt practice under law
- No Voter to be left behind; Every Vote Counts

(Handwritten signature)

INSTRUCTION SI. No. 53

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

NO.464/INST/VS/2017/EPS

Dated:-19th January, 2017

To

The Chief Electoral Officers,
Of all States/ UTs.

Sub: Distribution of Photo Voter Slip - Reg.

Sir/Madam,

I am directed to refer to the Commission's instruction no.464/INST-VS/2014-EPS, dated 21st March, 2014 (copy enclosed) and to state that Para (I) thereof has been amended as follows:

- I. All undistributed photo voter slips shall be returned by the BLO to the Concerned ERO concerned who shall keep the same in the sealed cover under safe custody;
- II. No further distribution of photo voter slip would be done after the same are returned to the ERO;
- III. ERO shall make an alphabetical list of undistributed photo voter slips in respect of each part/ polling station.
- IV. Two copies of the alphabetical list shall be handed over to the RO of the constituency;
2. Further, Para (n) and (o) the Commission Instruction no464/INST-VS /2014-EPS, dated 21st March, 2014 regarding distribution of photo voter slip through facilitation counter at polling station on poll day have been done away with.
3. Please inform all concerned including candidates, political parties and ensure compliance urgently. In the poll going states of Manipur, Punjab, Goa, Uttarakhand and Uttar Pradesh, the above should be brought to the notice of ECI observers.

Yours faithfully,

(Sumit Mukherjee)
Secretary

INSTRUCTION SI. No. 54

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

NO.464/INST/PwD/2018-EPS

Dated:-27th September, 2018

To

The Chief Electoral Officers of all States & Union Territories.

Sub: Accessible Photo Voter Slips with Braille Features –reg.

Reference : The Commission's instructions –

a. No. 464/INST/2016-EPS dated 26.12.2016

ii. No. 464/INST/2016-EPS dated 19.01.2017

Sir/Madam,

I am directed to state that based on the motto of the Election Commission of India, "No voter to be left behind and the theme of National Voters day 2018 "Accessible Elections", the Commission had conducted the National Consultation on Accessible Elections with all stake holders on 3rd July and 4th July, 2018 at New Delhi and released the Strategy Framework on Accessible Elections.

As you are aware, the Commission has issued instructions No. 464/INST/2016-EPS dated 26.12.2016 and 19.01.2017 regarding Photo Voter Slips from time to time which has contributed to greater electoral participation and voter engagement.

In furtherance, towards implementing all the parameters of the Strategy Framework and to ensure wholesome and constructive participation and active engagement of Persons with Disabilities (PwDs) in the election process, the Commission has directed to issue Accessible Photo Voter Slips with Braille Features to Persons with Visual Impairment or Blind, over and above normal Photo Voter Slips to be issued.

Kindly ensure that the instruction is followed in letter and spirit. The receipt of this letter may be acknowledged.

Yours faithfully,

(SUMIT MUKHERJEE)
SECRETARY

INSTRUCTION SI. No. 55

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

NO.464/INST/2016/EPS

Dated:-13th April, 2016

To

- | | |
|---|---|
| 1. The Chief Electoral Officer,
West Bengal,
Kolkata. | 2. The Chief Electoral Officer,
Kerala,
Thiruvananthapuram. |
| 3. The Chief Electoral Officer,
Tamil Nadu,
Chennai. | 4. The Chief Electoral Officer,
Puducherry. |

Sub: Additional information regarding polling after the schedule close of poll.

Sir,

The Commission had directed that the Presiding Officer of each polling station shall, in addition to the information being furnished regarding votes polled at prescribed intervals and poll percentage, also submit an abstract statement as per the enclosed format giving the number of votes cast during the period between the time of scheduled close of poll fixed under section 56 of the Representation of the People Act, 1951, and before the time of actual close of poll after the last voter standing in the queue at the scheduled hour of close of poll has voted, and related information as indicated in the format. The said statement shall be submitted alongwith the Presiding Officer's Diary in a separate cover and the same should be scrutinized by the Returning Officer and taken into account for the purpose of the final report after the poll.

The Presiding Officer should be briefed about this instruction of the Commission in the training sessions urgently. All Observers should also be apprised of this instruction.

Yours faithfully,

(Sumit Mukherjee)
Secretary

Abstract Statement to be furnished by Presiding Officer

No. and Name of the Constituency

No. and Name of Polling Station

- (i) Total No. of electors assigned to polling station :
- (ii) Time fixed by Election Commission for close of poll:
- (iii) Number of votes polled by the time fixed for close of poll:
- (iv) Number of electors standing in queue at the time fixed for close of poll:
- (v) Number of slips issued to said electors in the queue:
- (vi) Number of votes actually polled by such electors:
- (vii) Exact time at which the poll actually closed:
- (viii) Total number of votes polled in the polling station by the time of actual close of poll:
- (ix) Number of votes polled between the time for close of poll and the actual close of poll: [(viii)- (iii)]:

(Signatures of Polling Agents)

(Signature of Presiding Officer)

1. _____

2. _____

3. _____

Yours faithfully,

(Suresh Mishra)
Secretary

INSTRUCTION SI. No. 56

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

NO.51/8/16/2014-EMS/Vol.II

Dated:-27th May, 2016

To

1. The Chief Electoral Officers of
All States and Union Territories.
2. The Chairman-cum-Managing Director,
Electronics Corporation of India Limited,
EMSD, ECIL EVM Manufacturing Unit,
MCU Complex, IDA Cherapalli, Phase-II, P.O. HCL,
Hyderabad-500062,
Andhra Pradesh
3. The Chairman-cum-Managing Director,
Bharat Electronics Limited, Nagavara,
Outer Ring Road, Bangalore – 560045,
Karnataka.

Sub: Repairing of EVMs found defective during the elections – Protocol thereof.

Sir/Madam,

As you are aware that the defective EVMs are required to be sent to the factory of the concerned manufacturers of the EVMs namely, BEL & ECIL by the States/UTs for necessary repairs. In this regard, the Commission has directed that henceforth following protocol shall be strictly followed for defective EVMs:-

1. During First Level Checking of EVMs/VVPATs, no electronic repair will be carried out. However, mechanical repairs i.e. replacement of broken /damaged switches, buttons, latches, hood, cable, RTC cell, spindle etc. for FLC shall have adequate number of spares with them for mechanical repairs EVMs/VVPATs. Further the engineers deputed for FLC of EVMs / VVPATs shall also maintain list of the defective units (containing Unit ID of BU/CU/VVPAT with defect observed), which require electronic repairs and has to be sent to the factory. A copy of such list should be made

available to the Chief Electoral Officer/District Election Officer concerned.

2. Immediately after completion of First Level Checking of EVMs/VVPATs, all defective/FLC failed EVMs/VVPATs along with list shall be sent to the manufacturer concerned for repairing. There shall not be a delay of more than 7 days in dispatching these to factories after completion of last FLC in the State/UT.
3. For EVMs found defective during Preparation, mock poll, counting of votes the following procedures shall be followed:-
 - a) Immediately after completion of mandatory period of 45 days from the date of declaration of the result for filing Election Petitions, the details of the Election Petition/Court Cases pertaining to the election shall be obtained from the concerned High Court/Court.
 - b) After ascertaining the position of EP/court cases from the concerned court, within 10days all the defective EVMs (along with list containing unique ID of BU/CU), which are not involved in any EP/court cases, shall immediately be sent to the concerned manufacturer for repairing.
 - c) Strong Room shall **not** be opened in which the defective EVMs pertaining to any EP/court cases are kept. Defective EVMs which are involved in any EP/court case shall be sent to concerned manufacturer for repairing, within 10 days after final disposal of EP/court cases and appeal, if any (along with list containing unique ID of BU/CU).
4. Similarly, immediately after completion of First Level Checking of VVPATs, the VVPATs found defective during FLC, requiring repairs shall be sent to the manufacturer concerned (along with list containing unique ID of the defective VVPATs) for repairing alongwith the EVMs found defective during FLC within 7days after FLC.
5. For VVPATs which fails during Preparation, mock poll, or poll, shall be sent to the manufacturer concerned (along with list containing unique ID of defective VVPATs) for repairing within 10days after counting of votes,
6. The manufacturers shall **not** return the repaired EVMs/VVPATs to the respective State/UT. These repaired EVMs/VVPATs shall be kept in the factory. CEOs/DEOs are required to take back the EVMs/VVPATs sent to

the factory for repairs. **Further allocation of these repaired EVMs/VVPATs will be done by the Commission only.**

7. The manufactures will furnish a report of the repaired EVM/VVPAT to the Commission in the format enclosed herewith.
8. As repaired EVMs/VVPATs will not be returned to the sender State/UT, therefore, shifting of these defective EVMs to the manufacturers is explicitly required to be done through ETS by the concerned Chief Electoral Officer of the concerned State/UT, to ensure that EVMs that are not available in the Warehouse of the State/UT do not reflect in their Warehouse and also to avoid formation of conflict in the ETS.

To summarise

1. Dispatch all EVMs & VVPATs found defective during FLC to the factories within 7 days of completion of FLC.
2. Despatch all VVPATs found defective anytime after completion of FLC i.e. from Preparation onwards including those failed during poll within 10 days after counting to the factories.
3. Dispatch all EVMs (excluding those involved in EP) found defective anytime after completion of FLC i.e. from preparation onwards including those failed during poll or counting to the factories within 10 days of finalization of EP list.
4. Despatch all defective EVM involved in EP to factories with 10 days of finalization of EP & appeals, if any.

You are, therefore, requested to ensure compliance of the above instructions of the Commission, scrupulously.

Yours faithfully,

(Madhusudan Gupta)
Under Secretary

PROFORMA

(To be filled by the manufacturers of the EVMs)

Name of Company:				
Name of the State/UT				
BU received				
CU received				
VVPAT received				
BU/CU/VVPAT Unique ID number	Defects noticed	Reason for such defect	Repairable or non- repairable	Repairable, which part has been repaired or changed
1	2	3	4	5

Signature of authorized representative of BEL/ECIL

INSTRUCTION SI. No. 57

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

NO.51/8/INST/2018-EMS

Dated:-28th June, 2018

To

The Chief Electoral Officers of
All States & Union Territories.

Sub: Introduction of Braille Signage Features in Electronic Voting Machines.

Sir/Madam,

I am directed to refer to the Commission's letter No. 51/8/2009-EMS, dated 12th February, 2009. On the subject cited, wherein the Commission had prescribed the additional arrangements would be made to facilitate visually impaired electors to exercise their franchise. The Commission has revisited aforesaid instruction. Now, the Commission has directed that the following instructions shall be strictly followed:-

- I. M2 EVMs (Post 2006 models) and M3 EVMs (Post 2013 model) have embedded serial numbers of the candidates in Braille at the right sides of the blue button (voting button) on the Balloting Units. Hence, on sticker on Braille is required to be pasted at the right of the blue button (voting button) on the Balloting Units.
- II. After finalization of list of the contesting candidates, the Returning Officer will immediately send the list of contesting candidates to the Devnar Foundation for Blind/National Blind Association or to any other source available for preparation of Dummy Ballot Sheets which will contain the serial numbers of the contesting candidates, names of the candidates arranged in the same serial order in which their names will appear on the ballot paper on the balloting Unit. The party affiliation of each of the candidates will be indicated by printing the name of the political party concerned against the name of the candidate. In the case of independent candidates, the word "Independent" will be printed. These Dummy ballot Sheets will be prepared in regional language (i.e. language printed on actual Ballot Paper) in addition of English. A copy of

the Dummy Ballot sheet(s) will be supplied to each of the polling stations.

- III. In case number of contesting candidates including NOTA exceed 16 and more than 1 Balloting Unit is used at a polling station, separate dummy ballot sheet shall be printed for each **Ballot** Unit. The Dummy Ballot Sheets will be prepared in the following manner:
 - a. Serial Numbers in each Dummy Ballot Sheet shall be from 01 to 16 i.e. if number of contesting candidates are 19 including NOTA, the serial number for the candidates in first Dummy Ballot Sheet shall be numbered 01 to 16 as mentioned on the Ballot Paper of first Ballot Unit. For contesting candidates at serial number 17-19 of Ballot Unit 2, serial numbers shall again start from 01 on 2nd dummy ballot sheet (i.e. 1 for serial no 17, 2 for serial no. 18 and 3 for serial no. 19(NOTA)] Similarly, in case of more than 32 contesting candidates including NOTA, the serial numbers on the first and second ballot sheets will be 01 to 16 and the serial numbers on third dummy ballot sheet shall also again start from 01 and so on each additional sheet (i.e. serial number on every dummy ballot sheet will from 01 only).
 - b. In case more than 1 Ballot Unit is used, Ballot Unit-01 shall be printed in Braille on the TOP MIDDLE PART of first Dummy Ballot Sheet and Ballot Unit-02 in second dummy ballot sheet and so on.
 - c. Similarly, Braille stickers "Ballot Unit-01', Ballot Unit-02' and so on shall be printed and affixed on the corresponding Ballot Unit on the TOP MIDDLE PART of the Ballot Unit.
- IV. The Dummy Ballot Sheets mentioned above will be printed in Braille signage by Devnar School for Blind/National Association or by any other source available for this purpose for Blind under the supervision of one responsible officer of the officer of Chief Electoral Officer of the concerned state/Union Territory for which the Chief Electoral Officer of the State/Union Territory will liaise with the Devnar School for Blind/National Association or any other source available for this purpose. The Dummy Ballot Sheets will also have the name of the constituency written in normal script at the top.

- V. Each such sheet prepared for every polling station will be certified by the Commissioner of Disabilities of concerned state or his authorized representative who will be an official knowing Braille.
- VI. The concerned District Election Officer and the Returning Officer will hold detailed training and briefing sessions for the Presiding Officers and the Polling Officers to explain to them these facilities for the visually impaired electors.
- VII. The Chief Electoral Officer will also arrange for wide publicity of these measures through advertisements in news papers and TV etc. to inform the visually impaired voters of the arrangement being made for them.
- VIII. At the polling station, the visually impaired persons will also be allowed the facility of a comparison as provided for in Rule 49N of conduct of Elections Rules, 1961, regardless of the new facility being introduced.
- IX. Inside the polling station the visually impaired voter will be given the Dummy Ballot Sheet in Braille by the Presiding Officer on his/her request if he/she prefers to cast his/her vote with the help of same. After he/she has studied the contents of Dummy Sheet he/she will be allowed to proceed to the voting compartment to cast his/her vote. Such electors after reading the Dummy Ballot Sheet will be able to cast their vote by reading the serial number of the candidate of their choice on the numeric sticker fixed on the EVM. If the elector so desires, the companion will be allowed to accompany the voter to the voting compartment as provided in Rule 49N of the Conduct of Elections Rules, 1961.
- X. After the voter has cast his/her vote, the Presiding Officer will ensure that the Dummy Sheet delivered to the voter is returned to the Presiding Officer.
- XI. After the close of poll, the Dummy Ballot Sheet shall be sealed in separate cover super scribed "Dummy Ballot Sheets" for the visually impaired and sent to the Returning Officer along with other Non-Statutory forms.
- XII. The Presiding Officer shall keep a record of all such voters (who avail of the facility of Braille Sheet) in the enclosed **Pro forma** and will submit the same to the Returning Officer along with the EVM. These details will be kept separately in the office of Returning Officer. The Returning Officer will consolidate all the information supplied by the Presiding

Officer in this regard and submit the same to the Commission through the Chief Election Officer after declaration of result.

2. You are requested to kindly take all appropriate steps for the implementation of above directions of the Commission.

Yours faithfully

(Madhusudan Gupta)
Under Secretary

**PROFORMA FOR REPORT ON THE VOTING BY THE VISUALLY IMPAIRED
VOTERS**

No. and the Name of the Assembly/Parliamentary Constituency.....

No. and the Name of Assembly Segment.....

(In case of Parliamentary Constituency)

No. and Name of the Polling Station.....

Name of the Presiding Officer.....

S.No.	Number of visually impaired voters turned up for voting	Number of such voters who used dummy ballot sheet in Braille	Number of such voters who did not use dummy ballot sheet and preferred to vote using the provision of Rule 49N	Number of voters who used both the facilities

(Signature of the Presiding Officer)

INSTRUCTION SI. No. 58

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

NO.51/8/VVPAT/2017-EMS

Dated:-11th January, 2018

To

The Chief Electoral Officers,
All States and Union Territories.

Sub: Instructions on use of EVMs with Voter Verifiable Paper Audit Trail system (VVPAT) - Reg.

Sir/Madam,

I am directed to refer to the Commission's letter of even number, dated 3rd November, 2017, whereby a clarification was issued regarding replacement of EVMs and VVPATs during Commissioning of EVMs & VVPATs. Dispersal of Polling Parties or during Mock-poll at polling station any BU or CU does not work properly, whether the complete set of BU, CU & VVPAT is to be replaced or only the unit concerned i.e. BU or CU.

In this regard it was clarified that in case any BU or CU does not work properly during commissioning of EVMs & VVPATs, dispersal of Polling Parties or during Mock-Poll at polling station, the following action shall be taken

- a) In case the BU does not work properly, **only the defective BU is to be replaced** from reserve BU.
- b) In case the CU does not work properly, **only the defective CU is to be replaced** from reserve CU.

The list of replaced BU, CU or VVPATs shall be provided to the contesting candidates or their election agents and necessary entries shall be made in the ETS.

The Commission has reconsidered the first para of Para 2.2. (Handling Contingencies During Poll) of the Commission's letter of even number, dated 5th December, 2017 i.e. "In case the CU or the BU does not work properly, replacement of the whole EVM including CU, BU and VVPAT is required. No mock poll is required to be taken" and the same stands deleted.

Now, the Commission has issued the following directions:

- (a) **In case the CU or the BU does not work properly during actual poll, replacement of the whole EVM including CU, BU and VVPATA is required. However, in such case only one vote to each contesting candidate including NOTA should be polled in the mock poll.**
- (b) After the mock poll, Presiding Officer will ascertain the result in the CU, count the VVPAT paper slips in the presence of the polling agents and confirm that the results tally for each candidate.
- (c) All mock poll data in CU and VVPAT paper slips from VVPAT must be removed by the Presiding Officer and the empty drop box verified by the Polling Agents.
- (d) The mock poll VVPAT paper slips, should be stamped on their back side with rubber stamp having inscription **“MOCK POLL SLIP”**, **thereafter these** mock poll VVPAT paper slips shall be kept in an envelope made of thick black paper and sealed with the seal of the Presiding Officer. The sample image of the said stamp is as under:

MOCK POLL SLIP

(The dimensions of the stamp to be used for the purpose should be 3 cmsX1.5 cms)

- (e) The Presiding Officer and polling agents must put their signatures on the envelope. The number and name of the polling station, number and name of Assembly Constituency, date of poll and the words **“VVPAT paper slips pertaining to Mock Poll conducted in case of replacement of whole set of EVM and VVPAT”** shall be written on the envelop.
- (f) This envelope must be kept in the special plastic box for mock poll and sealed with a pink paper seal placed all around in such a manner that opening of the box will require breaking of the seal.
- (g) The number and name of the polling station. Number and name of Assembly Constituency and the date of poll shall be written on the plastic box.
- (h) The Presiding Officer and polling Agents must put their signatures on the pink paper seal and keep the box along with other documents

relating to elections. Thereafter, Presiding Officer will sign the another Mock poll Certificate and seal the CU and VVPAT.

- (i) The drop box of VVPAT should be sealed with an address tag before the actual poll starts.

NOTE: In case of replacement of only VVPAT during actual poll. No mock poll will be conducted.

The above instructions shall be brought to the notice of all concerned.

Yours faithfully,

(Madhusudan Gupta)

Under Secretary

Copy to:-

1. The Chairman-cum-Managing Director, Bharat Electronics Limited, Bangalore, Karnataka.
2. The Chairman-cum-Managing Director, Electronics Corporation of India Limited, Hyderabad, Andhra Pradesh.

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

NO.51/8/Media/2018-EMS

Dated:-5th February, 2018

To

The Chief Electoral Officers of
All States & Union Territories.

Sub: Setting up of Rapid Response Mechanism in al CEOs officers towards media reporting regarding ECI-EVMs or VVPATs.

Sir/Madam,

With reference to captioned subject, I am directed to state that in the past, there have been instances wherein misinformed and baseless aspersions have been cast on the credibility of Electronic Voting Machines (EVM) through various Regional Newspapers, TV channels, News web portals and Social Media platforms, which not only raises unnecessary doubts about the integrity of the election process, but also misguides the general public. It has also been observed that there is a considerable time lag in the escalation of such issues to the Commission, which results in snowballing of controversies. Such rumors and hearsay-based controversies can be easily nipped in the bud through quick response and timely clarification of facts.

2. As we approach the next General Election to the House of the People in 2019, a need is felt by the Commission to develop a **'RAPID RESPONSE MECHANISM'** to purposefully and timely respond to such prejudicial or misinformed reporting in the media at the very outset. Towards this objective, it is of prime importance for the Chief Electoral Officers to suitably brief the Regional / Local media, as well as the electors, through a **Proactive Communication Strategy**.

3. Hence, the Commission has directed that the Chief Electoral Officers shall adopt a comprehensive and multimodal Proactive Communication Strategy based on a clear Standard Operating Procedure (SOP) to counter any unwarranted and baseless attack on the credibility of ECI-EVM and sanctity of the electoral process, by transparently and accurately coming out with facts

and clarifications in the matter and rebutting the misinformation in its nascent stage. For this purpose, the CEOs shall immediately take the following action:

- 1. Rapid response Mechanism:** A dedicated Rapid response Mechanism shall be setup at the officer of CEOs as a part of SOP to immediately counter any such news appearing in Regional Newspapers, TV channels, News web portals and Social Media platforms. For this purpose, **Media Feedback Mechanism** may be set up by engaging a professional Media Feedback/Analysis Service that would provide updates on news published/telecast in Print, Electronic, Social Media platforms and news web portals about the election process, Commission or the EVMs/VVPATs, to the CEO office on real time basis, so as to enable the CEOs to counter the same at the earliest. **To counter misinformed/orchestrated negative propaganda, CEOs shall only refer to the up-dated Status Paper on Electronic Voting Machines (As of now Edition-2) enclosed herewith, and Press Notes issued by the Commission on the credibility of EVMs from March 2017 onwards.** If there is any uncertainty or ambiguity or confusion in formulating the response, the matter shall immediately be brought to the notice of the Commission for guidance.
- 2. Issuing Press Release containing FAQs and detailed security protocols regarding EVMs to media:** The CEOs of poll bound States shall release FAQs on EVMs available at ECI website (http://eci.nic.in/eci_main/current/FAQ-English_14012017.pdf) and detailed security protocols regarding EVMs as mentioned the Status Paper on Electronic Voting Machines (Edition-2) also available at ECI website (http://eci.nic.in/eci_main/current/StatusPaper-EVM.pdf) to regional/Local media in local language, so as to re-assure the Stakeholders, Regional media & voters about the fairness of the electoral process during each election.
- 3. Interaction of CEOs with Editors:** CEOs shall remain in constant communication with the Editors/Chiefs of Bureau of Local/State Media Organizations over phone and through Social Networking Platforms like WhatsApp. **Suo-moto sensitization campaign for media & voters** shall be run at the CEO level. This would help in building trust and rapport with the media, clearing of misconceptions, disseminating of important facts, figures and

information and hence avoiding any controversy from being generated at the source only.

- 4. Increasing Social Media presence:** In the age of Social Media dominance, it is recommended that the CEOs & other officers need to increase social media presence at personal level, like doing Facebook Q&A, Twitter Periscope sessions, Instagram posts etc. **Social media professionals** may be engaged at the State level to develop infographies, educative WhatsApp messages/small videos (of max. 1 to 1:30 minutes) on life cycle of ECMs (in Regional language) i.e from Manufacturing- transportation from factory to Districts – Storage during interregnum period (non-election) – Poll process safe disposal at end of like cycle etc. that may be shared on all social media platforms by the State CEOs. Employing Social Media platforms would provide wide reach to the above message, counter negative propaganda and would go a long way in building a positive perception among the voters.

It is reiterated that the above measures are predicated on the rationale of speedy and accurate countering misinformed propaganda against EVMs at the very outset by taking proactive steps for increasing transparency and publicizing the efforts of the ECI in ensuring free and fair elections in India.

Yours faithfully,

(NIKHIL KUMAR)
DIRECTOR

INSTRUCTION SI. No. 60

By Speed Post/Fax

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ELECTION COMMISSION OF INDIA

EPABX 011-23052246/268
Fax 011-23052001
Website: www.eci.nic.in

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Nirvachan Sadan,
Ashoka Road, New Delhi-110001.

No. 470/INST/2018-EPS

Dated: 05th November, 2018

To

The Chief Electoral Officers,
of all States & UTs.

Subject: All-Women Managed Polling Stations – Regarding.

Sir/Madam,

You are aware that as part of its commitment towards gender equality and greater constructive participation of women in the electoral process, the Commission has directed to set up 'all-women managed polling stations' in each assembly constituency during general elections held in recent times. The entire polling staffs, including the police and security personnel, deployed in such centers are women. These all-women managed polling stations' are named 'Sakhi Polling Booth', 'Pink Polling Booth' from place to place.

2. Now, to avoid the inadvertent use of color of any particular political party in the polling booth, the Commission has directed that no specific color is to be used in 'All-women managed polling Stations'. The women deployed in these polling stations can wear any color of their choice. Further, no single color should be used for the paraphernalia associated with construction of such polling stations.

Receipt of the letter may please be acknowledged.

Yours faithfully,

(Sumit Mukherjee)
Principal Secretary

A2 – ARRANGEMENTS FOR ELECTORS ON THE DAY OF POLL

INSTRUCTION SI. No. 61

Election Commission's Order No. 576/11/ESO24/94-J.S.II dated 21.10.1994

Subject: General elections to State Legislative Assemblies -1994 Special facilities in polling stations for women electors

ORDER

Article 326 of the Constitution provides that the elections to the House of the People and to the Legislative Assembly of every State shall be on the basis of universal adult suffrage. The said Article provides as follows:-

326. "Elections to the House of the People and to the Legislative Assemblies of States to be on the basis of adult suffrage. - The elections to the House of the People and to the Legislative Assembly of every State shall be on the basis of adult suffrage; that is to say, every person who is a citizen of India and who is not less than eighteen years of age on such date as may be fixed in that behalf by or under any law made by the appropriate Legislature and is not otherwise disqualified under this Constitution or any law made by the appropriate Legislature on the ground of non-residence, unsoundness of mind, crime or corrupt or illegal practice, shall be entitled to be registered as a voter at any such election."

2. It is further provided in Article 325 of the Constitution that:-

325. "No person to be ineligible for inclusion in, or to claim to be included in a special, electoral roll on grounds of religion, race, caste or sex. - There shall be one general electoral roll for every territorial constituency for election to either House of Parliament or to the House or either House of the Legislature of a State and no person shall be ineligible for inclusion in any such roll or claim to be included in any special electoral roll for any such constituency on grounds only of religion, race, caste, sex or any of them."

3. Thus, the female electors in the country have the same electoral rights in the matter of elections to the House of the People and the State Legislative Assemblies as are granted to male electors.

4. But it has been observed that in certain States or in certain areas of the States the participation of female electors at the said elections has been comparatively low in comparison to male electors.

5. There can be several reasons for such low percentage of participation of women electors in elections. Some of these reasons may be attributed to social and religious taboos, particularly among the 'purdahnasheen' women in a particular community or women of certain other communities observing purdah system in the presence of family and village elders, or to sentimental reasons in some tribal areas, especially in the North-Eastern region.

6. The Commission is anxiously concerned about such low participation of women electors in elections. The Commission would like all such steps to be taken as would enable as large a number of women electors as possible to fully participate in the electoral process without reservations so that elections become more meaningful and democratic. In particular, the Commission would like to ensure that no woman elector is deprived of, or feels inhibited in the exercise of her right of franchise on account of any lack of facility in the polling station particularly in the matter of identification or application of indelible ink with full regard to privacy, dignity and decency of women electors.

7. Rule 34 of the 'Conduct of Elections, Rules, 1961 specifically provides that-

(1) Where a polling stations - is for both men and women electors, the presiding officer may direct that they shall be admitted into the polling station alternately in separate batches.

(2) The Returning Officer or the Presiding Officer may appoint a woman to serve as an attendant at any polling station to assist women electors and also to assist the Presiding Officer generally in taking the poll in respect of women electors, and, in particular, to help in searching any woman elector in case it becomes necessary.

8. In order to ensure that the women electors fully participate in elections and the turnout of women electors is improved, the Commission has issued several instructions from time to time. The Commission has already issued directions in Chapter II of "Handbook for Returning Officers," that in places where two polling stations are set up in the same building or compound, there is no objection to

allotting one of them for men and the other for women. The Commission has further clarified that even in the common polling stations, separate queues for men and women should be formed. The Commission has also directed that when separate polling stations are provided for men and women voters of a particular polling area, these should, as far as possible, be located in the same building.

9. Attention in this regard is also drawn to Chapter VIII of the "Handbook for Returning Officers, where it has been clarified that where there are a large number of women electors, especially 'purdahnasheen' women, women Polling Officers should be appointed to carry out the duty of identifying the electors.

10. In order that no sections of women for reasons of social or religious customs are prevented from exercising franchise only because of lack of privacy and other required facilities in polling stations, the Commission, in elaboration of its instructions contained in the Handbook, hereby directs that-

- (i) it shall be the responsibility of the Chief Electoral Officer, District Election Officer, Returning Officer, Assistant Returning Officer and Presiding Officer to ensure that special arrangements, whenever required, are made for women electors to exercise their franchise in the presence of Lady staff;

- (ii) such areas and polling stations should be identified forthwith:

- (iii) in such identified areas/polling stations, lady staff must be necessarily included in the team of polling parties for such polling stations;

11. The Commission also directs that:-

- (i) to protect the sensitivity regarding privacy of women voters, separate enclosures for identification of 'purdahnasheen' women should be provided in the polling station with locally available but absolutely inexpensive devices and using local ingenuity, such as use of charpoys or cloth such as bed spreads.

- (ii) Where the number of female electors is significant (say 50% or above) and in areas where the system of Burqa or purdah is observed as a social custom, in each of these polling stations at least one Polling Officer must be a lady Polling Officer.

(iii) In polling stations exclusively meant for women electors, the polling personnel should have as many lady officer as available, consistent with overall security requirements.

(iv) In other polling stations also to the extent possible and available, at least one lady polling officer shall be appointed for identifying and assisting the women electors. In the matter of identification of women electors, the services of lady village level workers, Gram Sevikas, and lady school teachers, etc., can be made use of for this purpose.

12. If women officials are not available for such a duty in required number, the Returning Officer or the Presiding Officer has in terms of rule 34(2) of the Conduct of Elections Rules, 1961 the authority and the responsibility to exercise his power to appoint 'any' woman to serve as an attendant at the polling station to assist women electors and also to assist Presiding Officer in respect of women electors. The Commission has directed that the RO/Presiding Officer should make use of this provision to ensure that the privacy and sensitivity of the women electors are protected. While choosing such a person who could be any woman of the locality, special care should be taken to ensure that such persons as are appointed for this purpose do not have any known leanings for or allegiance to any political party or candidate.

13. The Commission further directs that widest possible publicity should be given to the special arrangements made for enabling women electors to exercise their franchise in the presence of women polling officers. This should also be highlighted in the training classes for Presiding Officers/Assistant Returning Officers/Sector Magistrate and other Supervisory Officers who will be responsible for implementing the Commission's directions.

The receipt of this order should be knowledge immediately.

INSTRUCTION SI. No. 62

Election Commission's letter No. 458/4/98/PLN-IV dated 01.06.1998 addressed to CEOs of 1. Andhra Pradesh, 2. Assam, 3. Bihar, 4. Haryana 5. Himachal Pradesh, 6. Jammu & Kashmir, 7. Karnataka 8. Kerala, 9. Maharashtra, 10. Orissa, 11. Punjab 12. Uttar Pradesh, and 13. Tripura.

Subject: Bye-elections in June, 1998 - Facilities at Polling Stations during the hot weather conditions

I am directed to state that the Commission, after taking into account the extreme heat and weather conditions prevailing in most of the States during the first week of June, 1998, hereby directs that for the elections being held on 3rd June, 1998 as the date of poll, as far as possible, the following precautions be taken and provisions be made:

- (I) Provide covered shelter for the electors at every polling station and if necessary have the extra rooms available in the building opened for electors to take rest.
- (ii) Make adequate arrangements at every polling station for storage of drinking water in earthen pots and one employee or a daily wage earner shall be deployed at every polling station to continuously refill the water pots.
- (iii) Every polling party shall be supplied with oral dehydration medicines for their own use as well as for use in case of any voter needing the same due to heat stroke.
- (IV) Every polling party shall be supplied with sugar and salt for oral dehydration therapy purposes.
- (v) Have one page hand bills prepared by the Chief Medical Officers on "Dos and Don'ts" of heat stroke first aid and supply the hand bills to each of the polling parties.
- (vi) The DEO of each district where the constituencies that are going to poll are located shall requisition the services of para medical staff from the offices of the Chief District Medical Officers and one such Para Medical Staff member shall accompany every mobile Patrol Unit and Sector Officer in their vehicles along with essential heat-stroke medicines. Such mobile patrol units shall touch every polling station once in every hour so that instant medical assistance would be available to any voter needing such help besides the first aid facilities given to the polling parties.
- (vii) Also appeal to the electors to carry wet towels to protect themselves against dehydration and also advise women electors to avoid bringing children along with them to polling stations due to hot weather conditions.

Kindly acknowledge receipt and confirm action taken.

INSTRUCTION SI. No. 63

Election Commission's letter No. 23/LOCATOR//2007-ERS Dated : 5th November, 2007 address to the Chief Electoral Officers of all the States and Union Territories.

Sub.: Preparation of electoral roll in alphabetical order – Regarding.

You are aware, at present, the electoral rolls are prepared according to house numbers of electors under rule 6 of Registration of Electors Rules, 1960. Under the said rule, the Commission can also give special instructions to prepare electoral roll of any part in alphabetical order, if it feels that the same is more convenient.

2. The Commission has been receiving reports from various sources that some times at the time of polling, electors/polling personnel find difficulties in locating the names of electors in the electoral rolls.

3. After considering various aspect, the Commission has issued the following directions -

- (i) for each premises/building location where three or more polling stations are located, a team of officials will be appointed for each such premises/building with the objective of facilitating the voter to locate his/her particular polling station number and the serial number of that voter in that electoral roll in the concerned polling station;
- (ii) necessary arrangement for sitting of the teams with a proper sized signage indicating, "VOTER ASSISTANCE BOOTH" in every location of premise/building where three or more polling stations have been set up, shall be provided;
- (iii) the "VOTER ASSISTANCE BOOTH" shall be set up in such a manner that the same is conspicuous to voters as they approach the premise/building;

- (iv) part-wise electoral roll in alphabetical order for each assembly constituency shall be generated in the same format as that of electoral roll i.e. in same 8 columns and kept at “Voter Assistance Booth”.
- (v) the alphabetical arrangement of names within a part need not be further divided section wise. Partwise arrangement of e-detail (elector detail) sorted by name in alphabetical order should be sufficient to locate a voter’s name quickly.
- (v) The alphabetical list should preferably be printed in English. Wherever the roll is printed in other vernacular language the same can be transliterated in English if the database is in UNICODE. In case of problem, the alphabetical arrangement of names can be made in the same language in which the roll is printed.
- (vi) The names appearing in the Supplements as Addition List can be separately sorted in alphabetical order. The components of deletions and corrections need not be printed in the Locator. However, it should be ensured that only the modified database i.e. with “strike off” of the entries deleted in the supplement and carrying out corrections as per the supplement, is used for preparing and printing of the alphabetical list.
- (vii) the team of officials manning “VOTER ASSISTANCE BOOTH” shall be provided copies of the alphabetical list of electoral roll alongwith complete sets of electoral roll to be used in the polling stations located in that particular premise/building;
- (viii) The voter assistance team will locate the Booth No. and Serial No. of every voter seeking such information from them and inform the voter. (The voter may be advised to note the information properly.)

- (ix) The voter will be able to vote on fulfillment of all relevant condition (like production of EPIC etc.) and on the Presiding Officer's reasonable satisfaction based on independent verification.
 - (x) In single / double Polling Station buildings, no separate team or Voter Assistance Booth would be required. Instead, in such cases, the list of alphabetical electoral roll shall be provided to Presiding Officer of each polling station for easy identification of electors inside the polling station. This will be in addition to the working copies (of which one is used as Marked Copy) supplied to each polling party.
4. A sample of electoral roll generated in alphabetical order is enclosed.
5. The receipt of this letter may please be acknowledged with confirmation that relevant instructions have been issued to concerned District Election Officer/Returning Officer and other connected officers for future compliance. A copy of instructions so issued in this behalf may also be endorsed to the Commission for its information and record.

ELECTORAL ROLL - 2007

State - GOA

No., Name and Reservation Status of Assembly Constituency : 1-Mandrem (General)		Part No. : 1		
No., Name and Reservation Status of Parliamentary Constituency in which the Assembly Constituency is located : 1-Panaji (General)				
1. DETAILS OF REVISION				
Year Of Revision : 2007	Roll Identification :			
Qualifying Date : 01/01/2007	Basic Roll of Intensive Revision, 2006 Integrated with all			
Type Of Revision : Summary	Supplements preceeding Summary Revision 2007			
Date Of Publication : 06/11/2006				
2. DETAILS OF PART & POLLING AREA				
No. & Name of the sections in the part :				
1.Near Church, Tiracol				
2 Near Hill Rock Restaurant, Tiracol				
Main Village : Tiracol				
Police Station: Pernem Police Station Pernem-Goa				
Tehsil : Pernem				
District : North Goa				
PIN Code : 403524				
3. POLLING STATION DETAILS				
No. and Name of Polling Station : 1, Tiracol	Type of Polling Station (Male/ Female/ General)	General		
Address of Polling Station : Government Primary School, Tiracol	Number of Auxillary Polling Station in this part	0		
4. NUMBER OF ELECTORS :				
Starting Sl. No.	End Sl. No.	Total Number Of Electors		
		Male	Female	Total
1	165	85	80	165

Electoral Roll, 2007 of Assembly Constituency 1-Mandrem (S05) GOA

Part No : 1

Sl. No. (1)	House No. (2)	Name Of Elector (3)	Relationship (4)	Name Of Relation (5)	Sex (6)	Age (7)	EPIC No. (8)
68	68	Asade Hanumant	F	Asade Bhagoji	M	40	GA/01/001/000062
142	108	Dias Alen Caridade	F	Dias Caridade	F	24	CDM3600251
# 144	108/A	Dias Alex	F	Dias Sebastiao	M	51	CDM0128645
# 138	107	Dias Antonio Sebastiao	F	Dias Sebastiao	M	48	CDM0124479
140	108	Dias Caridade	F	Dias Sebastiao	M	50	GA/01/001/000009
141	108	Dias Elizabete	H	Dias Caridade	F	46	GA/01/001/000046
137	107	Dias Estelina S	H	Dias Sebastiao	F	66	GA/01/001/000013
139	107	Dias Olga Antonio	H	Dias Antonio	F	36	GA/01/001/000012
# 143	108	Dias Savio Caridade	F	Dias Caridade	M	21	CDM0124529
136	107	Dias Sebastiao G.	F	Dias Gregory	M	78	GA/01/001/000003
24	18/A	D'Mello Johny Ubal	F	D'Mello Ubal	M	46	GA/01/001/000051
25	18/A	D'Mello Natalina Johny	H	D'Mello Johny	F	43	CDM5405923
26	20	D'Souza Alex Xavier	F	D'Souza Xavier	M	63	GA/01/001/000120
9	6	D'Souza Ana Mari	H	D'Souza Methew	F	76	
6	4	D'Souza Anaruzaria Andre	H	D'Souza Andre	F	66	GA/01/001/000056
5	4	D'Souza Andre Joaquim	F	D'Souza Joaquim	M	75	GA/01/001/000091
34	24	D'Souza Angelina	H	D'Souza Gabriel	F	84	
60	40/1	D'Souza Benedit	F	D'Souza Lourensa	M	40	GA/01/001/000008
58	40	D'Souza Camilo Lourensa	F	D'Souza Lourensa	M	46	GA/01/001/000026
10	6	D'Souza Caridade	F	D'Souza Methew	M	41	
44	29	D'Souza Cecilia Joaquim	H	D'Souza Joaquim	F	66	GA/01/001/000035
32	21	D'Souza Constancio Cyril	F	D'Souza Cyril	M	32	GA/01/001/000043
30	21	D'Souza Cyril Mingel	F	D'Souza Mingel	M	55	GA/01/001/000024
62	40/2	D'Souza Damiao	F	D'Souza Lourence	M	52	GA/01/001/000083
69	69	D'Souza Diogo Constancio	F	D'Souza Xavier	M	66	GA/01/001/000081
7	4	D'Souza Eojena Andre	F	D'Souza Andre	F	39	GA/01/001/000110
70	69	D'Souza Eugenia	H	D'Souza Diogo Constancio	F	56	GA/01/001/000061
28	20	D'Souza Eulogius Charles	F	D'Souza Alex	M	30	CDM5405931
40	27	D'Souza Fatima	F	D'Souza Sebastiao	F	27	
59	40	D'Souza Faria Camilo	H	D'Souza Camilo	F	39	GA/01/001/000059
8	4	D'Souza Fermio Andre	F	D'Souza Andre	M	34	GA/01/001/000030
46	29	D'Souza Francis Joaquim	F	D'Souza Joaquim	M	36	GA/01/001/000129
31	21	D'Souza Gracy Cyril	H	D'Souza Cyril	F	53	GA/01/001/000039
71	69	D'Souza Gregorio	F	D'Souza Diogo Constancio	M	31	
37	27	D'Souza Jasmine	F	D'Souza Sebastiao	F	34	GA/01/001/000037
51	34/A	D'Souza Jokina L.	H	D'Souza Sebastiao	F	76	
48	30	D'Souza Joseph	F	D'Souza Custan	M	81	GA/01/001/000067
61	40/1	D'Souza Lucy	H	D'Souza Benedit	F	38	GA/01/001/000057
50	30/A	D'Souza Marajal	H	D'Souza Louis	F	73	CDM0126565
45	29	D'Souza Matilda Joaquim	F	D'Souza Joaquim	F	38	GA/01/001/000028
39	27	D'Souza Michael	F	D'Souza Sebastiao	M	30	GA/01/001/000022
63	40/2	D'Souza Milagrin	H	D'Souza Damiao	F	41	GA/01/001/000058
41	27	D'Souza Monica	F	D'Souza Sebastiao	F	25	
49	30	D'Souza Piadad	H	D'Souza Joseph	F	76	
27	20	D'Souza Quiter Alex	H	D'Souza Alex	F	54	GA/01/001/000016
38	27	D'Souza Robert	F	D'Souza Sebastiao	M	32	GA/01/001/000128
47	29	D'Souza Rosy	F	D'Souza Joaquim	F	30	
36	27	D'Souza Sebastian	H	D'Souza Sebastiao	F	58	GA/01/001/000038
35	27	D'Souza Sebastiao	F	D'Souza Gabriel	M	65	GA/01/001/000025
33	21	D'Souza Sabina Cyril	F	D'Souza Cyril	F	25	CDM5405956
72	69	D'Souza Sarto Antonio	F	D'Souza Diogo Constancio	M	29	
11	6	D'Souza Wilma	H	D'Souza Caridade	F	33	CDM5406228

Column 4 : Relation F- Father, M- Mother, H- Husband, O- Other
Column 6: Sex M - Male, F - Female

Column 7 : Age as on 01/01/2007
Column 8 : EPIC- Elector Photo Identity Card

Electoral Roll, 2007 of Assembly Constituency 1-Mandrem (S05) GOA

Part No : 1

Part No. 1								
Sl. No. (1)	House No. (2)	Name Of Elector (3)	Relationship (4)	Name Of Relation (5)	Sex (6)	Age (7)	Epic No. (8)	
29	20	D'Souza Xavier	F	D'Souza Alex	M	23	CDM5427810	
56	54	Fernandes Abelina	F	Fernandes Alex	F	32		
1	3	Fernandes Anaroza Xavier	H	Fernandes Xavier	F	86	GA/01/001/000055	
54	54	Fernandes Annie	H	Fernandes Alex	F	63	GA/01/001/000095	
42	28	Fernandes Basteao Manuel	F	Fernandes Manuel	M	51	GA/01/001/000021	
4	3	Fernandes Brian Sebastiao	F	Fernandes Sebastiao	M	22	CDM3600244	
135	105	Fernandes Ceastod	F	Fernandes Cosma	M	40	GA/01/001/000073	
126	103	Fernandes Ermelina	H	Fernandes Rosinol	F	67	GA/01/001/000045	
57	54	Fernandes Ignatius	F	Fernandes Alex	M	31	CDM5427547	
3	3	Fernandes Julie Sebastiao	H	Fernandes Sebastiao	F	49	GA/01/001/000056	
53	37	Fernandes Maria Magdalena	H	Fernandes Titus	F	33	GA/01/001/000127	
43	28	Fernandes Pascoal Basteao	H	Fernandes Basteao	F	47	GA/01/001/000031	
55	54	Fernandes Rose	F	Fernandes Alex	F	38	GA/01/001/000122	
2	3	Fernandes Sebastiao Xavier	F	Fernandes Xavier	M	59	GA/01/001/000071	
75	69	Fernandes Sharmira Inacio	F	Fernandes Inacio	F	22	CDM5400536	
73	69	Fernandes Sharon	F	Fernandes Inacio	F	25	CDM0125021	
74	69	Fernandes Sweta Inacio	F	Fernandes Inacio	F	22	CDM0000281	
52	37	Fernandes Titus Stephen	F	Fernandes Stephen	M	41	CDM0124842	
66	59B	Godinho Agnel Alex	F	Godinho Alex	M	41	CDM5409818	
102	84	Godinho Anthony Giermin	F	Godinho Salvador	M	35	CDM5409610	
101	84	Godinho Carmelina Salvador	H	Godinho Salvador	F	56	CDM5409651	
104	84	Godinho Helen Anthony	H	Godinho Anthony	F	32	CDM5409479	
106	84	Godinho Hillary Salvador	F	Godinho Salvador	M	22	CDM5409677	
103	84	Godinho Juzepaulo Salvador	F	Godinho Salvador	M	33	CDM5427430	
105	84	Godinho Martin Victorin	F	Godinho Salvador	M	31	CDM5427646	
#	67	59B	Gudinho Serefin Agnel	H	Gudinho Agnel	F	36	CDM0124552
165	243	Joshilkar Ashok	F	Joshilkar Apa	M	39	CDM3600319	
162	124	Joshilkar Krishna	F	Joshilkar Apa	M	54	CDM3600277	
163	124	Joshilkar Rekha	H	Joshilkar Krishna	F	40	CDM3600293	
164	124	Joshilkar Satyavan	F	Joshilkar Krishna	M	25	CDM3600285	
153	117	Lobo Agustinho	F	Lobo Joquim	M	76		
#	152	116	Lobo Derryk Dornic	F	Lobo Dornic	M	28	CDM0128710
151	116	Lobo Dornic Santan	F	Lobo Santan	M	54	GA/01/001/000126	
154	117	Lobo Eugenia Alex	H	Lobo Alex	F	69	GA/01/001/000102	
155	117	Lobo Francis Xavier	F	Lobo Alex	M	40	GA/01/001/000132	
158	118	Lobo Izabela Xavier	H	Lobo Xavier	F	48	GA/01/001/000060	
161	118	Lobo Jonita Xavier	F	Lobo Xavier	F	20	CDM3600301	
159	118	Lobo Lorna Xavier	F	Lobo Xavier	F	23	CDM5406350	
160	118	Lobo Maria Xavier	F	Lobo Xavier	F	22		
156	117	Lobo Natalina Francis	H	Lobo Francis	F	36	GA/01/001/000098	
157	118	Lobo Xavier Jose	F	Lobo Jose	M	70	GA/01/001/000104	
20	8	Mendes Anapaulina Simao	H	Mendes Simao	F	29	CDM5400494	
#	21	8	Mendes Anthony	F	Mendes Santan	M	28	CDM0125294
12	8	Mendes Cicilie Santanjocky	H	Mendes Santanjocky	F	70	GA/01/001/000050	
23	10	Mendes Claudin Gabriel	H	Mendes Diago	F	36	CDM0120014	
19	8	Mendes Emilia Francis	H	Mendes Francis	F	29	CDM5405907	
17	8	Mendes Francis Santanjocky	F	Mendes Santanjocky	M	34	CDM5409321	
#	22	10	Mendes Gabriel Diago	F	Mendes Diago	M	41	CDM0124008
14	8	Mendes Girgol Santanjocky	F	Mendes Santanjocky	M	38	CDM5406293	
13	8	Mendes Jeron Santanjocky	F	Mendes Santanjocky	M	42	CDM5406418	
16	8	Mendes Josephina Jeron	H	Mendes Jeron	F	35	GA/01/001/000108	
18	8	Mendes Liberata Girgol	H	Mendes Girgol	F	33	CDM5405915	

Column 4 : Relation F- Father, M- Mother, H- Husband, O- Other
Column 6 : Sex M - Male, F - Female

Column 7 : Age as on 01/01/2007
Column 8 : EPIC- Elector Photo Identity Card

Electoral Roll, 2007 of Assembly Constituency 1-Mandrem (S05) GOA

Part No : 1

Sl. No. (1)	House No. (2)	Name Of Elector (3)	Relationship (4)	Name Of Relation (5)	Sex (6)	Age (7)	Epic No. (8)
15	8	Mendes Simao Santanjocky	F	Mendes Santanjocky	M	36	CDM5406236
65	54	Mendonsa Filomena J.	H	Mendonsa Josevictor	F	66	GA/01/001/000093
64	54	Mendonsa Jose Victor J.	F	Mendonsa Joaquim	M	72	GA/01/001/000088
114	91/2	Pereira Anarosa Anton	H	Pereira Anton	F	45	GA/01/001/000089
111	91	Pereira Annie Tina	F	Pereira Domingos	F	26	
113	91/2	Pereira Anton	F	Pereira John	M	50	GA/01/001/000134
110	91	Pereira Daniel Agnelo	F	Pereira Domingos	M	30	CDM0136176
109	91	Pereira Elvis Pascoal	F	Pereira Domingos	M	32	GA/01/001/000125
117	92	Pereira Magdalena	H	Pereira Santanmanuel	F	56	GA/01/001/000034
108	91	Pereira Maria Victoria	H	Pereira Domingos	F	54	CDM0129056
107	91	Pereira Minguet Domingos	F	Pereira John	M	61	GA/01/001/000103
119	92	Pereira Raina Roselina	F	Pereira Santanmanuel	F	24	CDM5406376
116	92	Pereira Santan Manuel	F	Pereira Simocaitan	M	65	GA/01/001/000068
115	91/2	Pereira Sienadefni	F	Pereira Anton	F	23	CDM5405964
112	91	Pereira Twinkle D.	F	Pereira Domingos	F	21	CDM3600228
118	92	Pereira Wilfred Alben	F	Pereira Santmanuel	M	30	CDM5427414
79	70	Rodrigues Agnelo	F	Rodrigues Jose	M	41	GA/01/001/000118
93	73	Rodrigues Alfredo	F	Rodrigues Domnic	M	27	
149	113	Rodrigues Anselm	F	Rodrigues Gabriel	M	28	
85	73	Rodrigues Anthony	F	Rodrigues Cristod	M	51	GA/01/001/000082
89	73	Rodrigues Anymartta Joquim	H	Rodrigues Joquim	F	36	CDM5400502
83	73	Rodrigues Augustin	F	Rodrigues Cristod	M	54	GA/01/001/000011
82	73	Rodrigues Baltazar	F	Rodrigues Cristod	M	56	GA/01/001/000053
77	70	Rodrigues Catarina	H	Rodrigues Jose	F	69	GA/01/001/000097
123	100	Rodrigues Cedric A.	F	Rodrigues Manuel	M	27	CDM5406384
146	113	Rodrigues Conscasao	H	Rodrigues Gabriel	F	53	GA/01/001/000040
148	113	Rodrigues Costudio Minguet	F	Rodrigues Gabriel	M	30	
98	79	Rodrigues Cristalina Salvador	H	Rodrigues Salvador	F	54	GA/01/001/000014
88	73	Rodrigues Deodita A.	H	Rodrigues Augustin	F	41	CDM0128488
133	105	Rodrigues Diogo Francis	F	Rodrigues Manuel	M	58	GA/01/001/000106
# 128	104	Rodrigues Domasin	F	Rodrigues Francis	M	40	CDM0124586
# 99	79	Rodrigues Fatichit Juao	F	Rodrigues Salvador	M	30	CDM0128728
80	70	Rodrigues Filomena Honarata	H	Rodrigues Honarata	F	38	CDM5406186
87	73	Rodrigues Francis	F	Rodrigues Cristod	M	41	GA/01/001/000019
# 129	104	Rodrigues Gregory	F	Rodrigues Francis	M	39	CDM0125435
78	70	Rodrigues Honarata Jose	F	Rodrigues Jose	M	46	CDM5406442
86	73	Rodrigues Joaquim	F	Rodrigues Cristod	M	47	GA/01/001/000100
# 150	113	Rodrigues Joaquina Joanita	H	Rodrigues Costudio	F	27	
76	70	Rodrigues Jose	F	Rodrigues Anton	M	76	GA/01/001/000080
121	100	Rodrigues Julia Escolastica	H	Rodrigues Manuel J.p	F	53	GA/01/001/000032
# 132	104	Rodrigues Julie	H	Rodrigues Zeferin	F	26	CDM0125617
120	100	Rodrigues Manuel J.p	F	Rodrigues Caridade	M	57	GA/01/001/000027
124	100	Rodrigues Mathew	F	Rodrigues Manuel	M	27	
122	100	Rodrigues Melwyn A.	F	Rodrigues Manuel	M	28	CDM5427448
81	70	Rodrigues Mercy Agnelo	H	Rodrigues Agnelo	F	36	CDM5406178
94	73	Rodrigues Monty	F	Rodrigues Domnic	M	25	
84	73	Rodrigues Natalina	H	Rodrigues Domnic	F	53	GA/01/001/000048
100	79	Rodrigues Olinda Ernestina	F	Rodrigues Salvador	F	24	CDM3600269
# 95	73	Rodrigues Reagan	F	Rodrigues Domnic	M	23	CDM0125377
# 131	104	Rodrigues Rita	H	Rodrigues Gregory	F	34	CDM0125302
147	113	Rodrigues Rosalina	H	Rodrigues Xavier	F	46	GA/01/001/000023
91	73	Rodrigues Rosario	F	Rodrigues Domnic	M	31	GA/01/001/000007

Column 4 : Relation F- Father, M- Mother, H- Husband, O- Other
Column 6 : Sex M - Male, F - Female

Column 7 : Age as on 01/01/2007
Column 8 : EPIC- Elector Photo Identity Card

Electoral Roll, 2007 of Assembly Constituency 1-Mandrem (S05) GOA

Part No : 1

Sl. No. (1)	House No. (2)	Name Of Elector (3)	Relationship (4)	Name Of Relation (5)	Sex (6)	Age (7)	Epic No. (8)
# 97	79	Rodrigues Salvador Domiao	F	Rodrigues Domiao	M	59	CDM0128678
90	73	Rodrigues Santan	F	Rodrigues Domnic	M	33	GA/01/001/000042
127	104	Rodrigues Sebestiana	H	Rodrigues Francis	F	65	GA/01/001/000047
92	73	Rodrigues Sebestiao	F	Rodrigues Domnic	M	29	GA/01/001/000132
134	105	Rodrigues Succorine B.	H	Rodrigues Diogo Francis	F	48	GA/01/001/000101
125	100	Rodrigues Sweeta	F	Rodrigues Manuel	F	22	CDM3600210
96	73	Rodrigues Virginia Ana	F	Rodrigues Domnic	F	21	CDM3600236
# 145	113	Rodrigues Xavier	F	Rodrigues Mingel	M	64	CDM0128646
# 130	104	Rodrigues Zeferin	F	Rodrigues Francis	M	36	CDM0125625

Place : Pernem

Date : 06/11/2006

Electoral Registration Officer

1-Mandrem Assembly Constituency

Column 4 : Relation F- Father, M- Mother, H- Husband, O- Other
Column 5 : Sex M - Male, F - Female

5

Column 7 : Age as on 01/01/2007
Column 8 : EPIC- Elector Photo Identity Card

Supplement Details

Revision ID : Summary Revision, 2007		Supplement No. : 1
		Qualifying Date : 01/01/2007
Mother Roll	: Basic Roll of Intensive Revision, 2006 Integrated with all Supplements preceeding Summary Revision 2007	
Supplement Process & Year	: Summary Revision, 2007	
Supplement Type	: List of additions, Deletions and Corrections	
Date Of Publication	: 22/02/2007	

Component List I : ADDITIONS LIST

Sl. No. (1)	House No. (2)	Name Of Elector (3)	Relationship (4)	Name Of Relation (5)	Sex (6)	Age (7)	Epic No. (8)
166	33	D'Souza Serafina	F	D'Souza Manuel Francisco	F	60	

Number Of Additions	Male	Female	Total
	0	1	1

Column 4 : Relation F- Father, M- Mother, H- Husband, O- Other
Column 6 : Sex M - Male, F - Female

6

Column 7 : Age as on 01/01/2007
Column 8 : EPIC- Elector Photo Identity Card

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Asoka Road, New Delhi-110001

No.464/2009-EPS

Dated: 30th April, 2009

To,

The Chief Electoral Officers of
All States/UTs.

**Subject: Facilitation for Senior Citizen and Physically Challenged
Voters-regarding.**

Sir/Madam,

With reference to the on going General Election 2009 and on the basis of feed back received and with a view to ensuring that Senior Citizens and Physically Challenged persons are able to vote without much difficulty, the Commission has directed that there should be a separate queue primarily for the physically challenged persons and Senior Citizens. However, there may be difficulty in enforcing this norm strictly but the guiding principle for every one should be the physical condition of the voter and the infirmity if anything the voter suffers from. Regarding identification of senior citizen, the Commission has decided that he/she has attained the age of 60 years or more he/she shall be allowed to use separate queue meant for senior citizens and physically challenged persons. As this being a voter friendly initiative, the CEO should give adequate publicity about it and issue an appeal to voters to co-operate in this initiative with a request that those who are able bodied and healthy should not try to avail this opportunity to jump the queue. Rather this should be need based. The voters in the queue should have open mind to help the fellow voters who are suffering from disability and other age related and health related problems. The Presiding Officers and other field officers may be instructed accordingly.

Yours faithfully,

SUMIT MUKHERJEE
(UNDER SECRETARY)

INSTRUCTION SI. No. 65

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No.464/INST/2011/EPS

Dated: 19th March 2011

To

The Chief Electoral Officers of

1. Assam, Dispur
2. West Bengal, Kolkata
3. Kerala, Thiruvananthapuram
4. Tamil Nadu, Chennai
5. Puducherry, Puducherry

Subject: Utilization of Voter's Slips as an alternate Voter ID – Modification of instructions on Voter Slips – regarding.

Sir/Madam,

I am directed to invite your kind attention to the Commission's instructions No. 464/INST/2011/EPS dated 18th February, 2011 regarding Distribution of official Voters' Slips to the voters by District Administration, wherein the Commission directed that Voters' Slips including photograph of voters, where available in the photo roll, be distributed to all enrolled voters by District Administration.

The Commission has, after careful consideration, decided that the Voters' Slips should be authenticated by the Electoral Officer/BLO concerned before distribution, so that they can be used as an alternative identification document by a voter for the purpose of casting one's vote in the forthcoming polls.

The sample Voter's Slip enclosed in the above said corrections of the Commission dated 18.02.2011 will stand modified to that extent and note (i) therein will also stand modified. A revised sample is sent herewith where these slips have already been printed the above corrections may be carried out by means of a rubber stamp.

All concerned should be appropriately briefed and the training of PollingStaff/RO/ARO/Sector Officers should be updated accordingly.

Yours faithfully,

(SUMIT MUKHERJEE)
UNDER SECRETARY

Election to the Legislative Assembly of

Voter Slip

No. and Name of AC.....

Part No.

Name

Sex.....

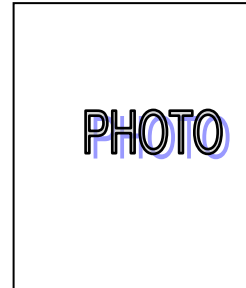
EPIC No.

Father's/ Mother's/husband's name

Voter Serial Number.....

Polling Station No. & Name

Poll Date, Day and Time



Note 1: Bringing this voter slip to the Polling Station is, not compulsory. It is issued only as convenience to electors, so that the voters know their polling station and Voters Sl. No.

Note 2: If this voter slip does not have a photograph or it has wrong particulars or Photograph, the voter can still be allowed to vote based on EPIC or alternative identity documents permitted by Election Commission of India.

Date:

Signature and Stamp of
Returning Officer/BLO

INSTRUCTION SI. No. 66

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

No.464/INST/2011 /EPS

Dated: 26th December, 2011

To

The Chief Electoral Officer of

1. Goa, Panaji,
2. Manipur, Imphal,
3. Punjab, Chandigarh,
4. Uttarakhand, Dehradun,
5. Uttar Pradesh, Lucknow.

Subject:- Special facilities in polling stations for women electors-regarding.

Sir/Madam,

The Commission has always been emphasizing for enhanced participation of women electors on poll day to improve the turnout of women electors. Instructions exist that in places where two polling stations are set up in the same building or compound, there is no objection to allotting one of them for men and the other for women'. Further, where there are a large number of women electors, especially **purdahnasheen** women, women Polling Officers should be appointed to carry out the duty of identifying the female voters. The Commission's Order No. 576/11/ESO24/94-J.S.II, dated 21.10.1994 contained in the Compendium of Instructions on Conduct of Elections-Volume-IV also refers for providing special facilities in polling stations for women voters.

The Commission has now decided, in view of the fact that women electors coming to vote at polling stations have to attend many household chores, two women voters may be allowed entry into polling station for entry of one male voter.

Please inform all concerned and give due publicity to this.

Yours faithfully

(SUMIT MUKHERJEE)
SECRETARY

INSTRUCTION SI. No. 67

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

NO.464/INST/2016/EPS

Dated:-12th September, 2016

To

The Chief Electoral Officers,
All the States & Union Territories.

Sub: Assured Minimum Facility (AMF) in the Polling station – reg.

Madam/Sir,

Please refer to the Commission's instruction No. 464/INST-BMF /2013-EPS, dated 21st January, 2014 regarding basic minimum facilities (BMF) to be provided at polling station. Now, the Commission has decided to make the facilities to be provided at polling stations as delineated in the stated instruction, as obligatory and rechristened it as Assured Minimum Facility (AMF). As such, the use of the term Basic Minimum Facilities (BMF) is to be discontinued forthwith and only Assured Minimum Facilities (AMF) should be used and emphasized.

Further, I am directed to request you to ensure that the facilities enumerated in the Commission's instruction dated 21st January, 2014 are provided at each polling station without any exception.

Yours faithfully,

(Sumit Mukherjee)
Secretary

INSTRUCTION SI. No. 68

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

NO.464/INST/2016-EPS

Dated:- 15th February, 2016

To

The Chief Electoral Officers of
All States & Union Territories.

Sub: Facilities to be provided to persons with disabilities –reg.

Sir/Madam,

As you are aware, the Commission vide its letter No. 509/110/2004-JS-I, dated 20th October, 2005 had urged that the Government/Local Authorities may provide permanent in the public buildings in which polling stations for elections are located. The Commission had addressed a separate letter to the State/UT Governments requesting for early acting in this regard as directed by the Hon'ble Supreme Court. Further, the Commission vide its letter No. 509/110/2004-JS-I, dated 26th October, 2007 has directed to provide temporary ramps in the polling stations where permanent ramps have not been provided.

- 2.** In view of the above, you are requested to ensure that
- I. Permanent ramps are available in the public buildings in which polling stations for election are located;
 - II. Temporary ramps are being provided in the polling station where permanent ramps have not been provided;
 - III. The temporary ramps are of proper gradient and width and are sturdy enough to support wheel chairs.
- Please acknowledge receipt of the letter.

Yours faithfully,

(SUMIT MUKHERJEE)
SECRETARY

Annexure-D

Commission's letter No. 509/110/2004-JS-I, dated 20.10.2005 addressed to the Chief Secretaries of all States and Union Territories and endorsed to Chief Electoral Officers of all States and Union Territories for necessary action of co-coordinating with the State Govt.

Subject- Providing facilities to the disabled voters.

I am directed to invite your attention to the interim order dated 19.04.2004 of the Hon'ble Supreme Court in W.P.(C) No. 187 of 2004 (Disability Rights Group Vs. Chief Election Commissioner and another) communicated to you vide the Commission's letter of even number dated 21.4.2004. In the said order, the Hon'ble Apex Court had given directions for providing ramps in all polling stations in urban areas at the then general election to the House of the People, 2004. In pursuance of the said interim order, temporary ramps were provided by the State Govts. in the polling stations in urban areas in the constituencies that went to poll in the 3rd and 4th phase of the said election. In all subsequent elections also the state Governments have been advised to comply with the direction on providing ramps.

The Commission has considered this issue further. Under the provisions of the Persons With Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995, the Central/State Govts. and local authorities concerned, are responsible for providing ramps in public buildings so as to make them accessible to disabled people.

Polling stations for elections to the House of People and State Legislatures are located in public buildings, in most of the cases. The Commission is of the view that the issue of ramps at polling stations could be resolved, if the Govt./local authorities concerned provided permanent ramps at the public buildings where polling stations are located. As the public buildings are used by the general public every day for one purpose or the other, permanent ramps in such buildings would serve the purpose of the 1995 Act, and also the polling stations disabled friendly on a permanent basis. Such permanent ramps would also be economically more viable as compared to setting up temporary ramps at each election.

In view of the above, the Commission desires that good quality permanent ramps may be constructed in all buildings in which Polling Stations for election to the Lok Sabha and State Legislative Assemblies are located. The list of locations of polling stations in the State is available with the Chief Electoral Officer, who will furnish the same to you. The Commission desires that the work may be taken up on priority basis.

Kindly acknowledge the receipt.

Annexure-E

Letter No. 509/110/2004-JS-I, dated 26.10.2007 addressed to CEOs of all States and UTs.

Sub: Facilities to be provided to electors with disability - Order of the Hon'ble Supreme Court in WP (Civil) No. 187 of 2004 – Disabled Rights Group Vs. The Chief Election Commissioner & Anr.

I am directed to invite your attention to the Commission's letters of even number dated 21.04.2004 and 20.10.2005 regarding setting up of ramps in the public buildings in which polling stations are located. Your attention is also invited to the directions of the Hon'ble Supreme Court in its interim order, dated 19.04.2004 in the above mentioned writ petition. The Hon'ble Supreme Court has disposed of the above-mentioned writ petition vide its order-dated 05.10.2007, with certain directions. A copy of the order is enclosed.

2. The Hon'ble Supreme Court has taken note of the instructions issued by the Commission from time to time regarding the facilities to be provided to the electors with disability, and has directed that it should be ensured that these instructions are followed effectively. The Hon'ble Supreme Court has also directed that advance and sufficient publicity should be given in print and electronic media about the availability of the facilities for the electors with disability to exercise their franchise. In this context, attention is particularly invited to the Commission's letter of even no., dated 20th October, 2005 and letter no. 576/3/2004/JS-II, dated 7th April, 2004 (copies enclosed for easy reference). In the letter dated 20th October 2005, the Commission had urged that the Government/Local Authorities may provide permanent ramps in the public buildings in which polling stations for elections are located. The Commission has addressed a separate letter to the State/UT Governments requesting for early action in this regard as directed by the Hon'ble Supreme Court. The Chief Electoral Officers should review the position with the department concerned of the State Government to ensure that effective action is taken in compliance with the provisions of the Persons With Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995, and the directions of the Hon'ble Supreme Court. The Commission should be informed about the position after such a review by the end of November, 2007.

3. Regarding the other facilities to be provided at the polling station for the benefit of the electors with disability, attention is invited to the Commission's letter 576/3/2004/JS- II, dated 7th April, 2004 referred to above. It may be ensured that the instructions in this regard

are brought to the notice of all election authorities in the State, for strict compliance at all future elections. Specific instructions should be issued on the following aspects:

- The personnel at the polling station to ensure that physically challenged electors are given priority for entering the polling station, without having to wait in the queue for other electors and all necessary assistance as may be required should be provided to them at the polling station.
 - Full facility should be provided for such electors to take their wheel- chair inside the polling station. In the polling stations where permanent ramps have not been provided, temporary ramps should be provided as per the order dated 19th April, 2004, of the Hon'ble Supreme Court in the above-mentioned petition (copy enclosed).
 - The polling personnel should be specifically briefed about the provisions of Rule 49N of the Conduct of Elections Rules, 1961, which provides for permitting a companion to accompany a blind/infirm elector to assist him/her to cast the vote.
 - At the training classes for the polling personnel, they should be sensitized about the special needs of the disabled, for courteous behavior towards them and for providing necessary support to them at the polling station.
 - Electors with speech and hearing impairment should also be given special care as in the case of other disabled persons.
4. At the time of every election, the Chief Electoral Officer shall issue instructions to the District Election Officers to give wide publicity to the availability of abovementioned facilities for persons with disability to exercise their franchise, as directed by the Hon'ble Supreme Court. Apart from the facilities for the physically challenged electors as enumerated above, the publicity should also cover the facility of Braille signage being available on the EVMs. The publicity should be given through print media as well as through radio/television. The political parties/candidates may also be briefed about such facilities at the meetings held with them by the DEO/RO in connection with elections.
5. Please acknowledge receipt of this letter alongwith its enclosures immediately and also confirm action taken as required above at the earliest.

In the Supreme Court of India
Civil Original Jurisdiction
Write Petition (Civil) No. 187 of 2004

Disabled Rights Group
Vs.
Chief Election Commissioner & Anr.

...Petitioner
...Respondents

TP (C) No. 718-719 of 2005

With

Order

W.P. (C) No. 187/2004:

A letter written by a Disabled Rights Group, an NGO, to this Court was registered as a writ petition in public interest. The grievance expressed in the letter related to the absence of facilities to persons with disabilities to exercise their franchise in the elections. The petitioner referred to the need for: (a) wooden ramps at polling stations to enable disabled persons to have an easy access; (b) the numbers in the electronic voting machines (EVMs) being written in Braille to enable visually impaired voters to feel the numbers and press an appropriate button to cast the vote; (c) separate queues and special arrangements for persons with disability at polling stations; and (d) the polling station personnel to be courteous and render necessary assistance to enable persons with disability to exercise their franchise with least inconvenience.

These suggestions were reiterated by the amicus curiae. The Election Commission of India has responded to these suggestions. Apart from drawing attention to Rule 49-N of the Conduct of Election Rules, 1961 and Para 39 of the 'Handbook for Returning Officers' issued by Returning Officers (relating to recording of votes of blind/infirm electors), the Commission stated that it has issued instructions to Chief Electoral Officers of all States and Union Territories, to provide ramps to enable physically handicapped persons to use their wheel chairs to go into the polling stations, to have separate queues for physically handicapped, and to sensitize poll personnel about the special needs of the disabled and be courteous to them. In regard to the suggestion relating to printing of serial numbers in Braille, the Election Commission stated that it will evolve an appropriate and satisfactory solution in consultation with the Ministry of Social Welfare and Empowerment, representatives of NGOs. engaged at the national level in the welfare of visually challenged, as also Technical Experts from the ECIL and BEL, (the two firms manufacturing EVMs). It is stated that even

the existing EVMs have been designed keeping in view the needs of the visually handicapped and hearing-impaired electors.

On 19.4.2004, this Court directed the Chief Secretaries of respective States, in coordination with the Chief Electoral Officers of those States, to make available wooden ramp facilities at polling stations situated in cities and in urban areas. By communication dated 20.10.2005, the Election Commission instructed all State Governments/Union Territories to make provisions for good quality permanent ramps in all public buildings where polling stations are located. By affidavit dated 23.4.2007, Election Commission has confirmed that in the election held after 19.4.2004, specific instructions have been issued to provide ramps at polling stations.

It is also stated that new EVMs containing Braille numerals by the side of the ballot buttons have been introduced to assist the visually challenged. Thus Election Commission has broadly dealt with the grievances aired by the petitioner.

The learned counsel for the petitioner stated that though instructions had been issued by the Election Commission, they are not being followed in their letter and spirit, by the respective Governments and several polling stations are not provided the facilities. It is true that the Election Commission should also ensure that the instructions are followed effectively.

The remedy is for the Election Commission to give appropriate directions to the officials manning the polling stations, regarding the special facilities for the physically disabled electorate at all polling stations. This should be done well-in-advance and sufficient publicity should also be given in the print and electronic media about the availability of such facilities so that the persons with disabilities are aware of the facilities beforehand and are, thus, encouraged to go and exercise their franchise. Further, its observers should also satisfy that such facilities are given. The absence of such facilities should be notified to the respective Government for remedial/future action. On behalf of the Election Commission of India it is stated that the appropriate directions will be given in this behalf. We are of the view that the above directions/observations will meet the needs of the disabled voters. We accordingly dispose of the writ petition.

In view of the disposal of this writ petition, there is no need to transfer the two petitions pending before the Bombay High Court (W.P. (PIL) No.3063/2004) and the Jharkhand High Court (W.P.(PIL) No.753/2005) on the same subject matter. The respective High Courts may deal with the said petitions and may dispose them appropriately. The Transfer Petitions are accordingly disposed of.

INSTRUCTION SI. No. 69
ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

NO.464/INST/2016-EPS

Dated:-12th March, 2016

To

The Chief Electoral Officers of all States & Union Territories.

Sub: Providing facilities to Persons with Disabilities (PWD) –reg.

Sir/Madam,

I am directed to invite your attention to the Commission's letter no. 509/110/2004-JS-1 dated 21.04.2004, 20.10.2005 & 26.10.2007 and letter no. 464/Direction/2016-EPS, dated 15 February, 2016 regarding providing facilities to Persons with Disabilities (PWD).

Each elector is important for better functioning of democracy and must get his/her rights. The Electoral laws not only guarantee equality to persons with disabilities, but also make provisions for facilitating their access and participation in the election process.

The Commission has further decided about the implantation of the directives stated below to be followed uniformly by all States and UTs:-

A-Identifications of Persons with Disabilities (PWDs)

1. Preliminary data shall be collected by every State with the help of Census, Social Justice & Empowerment Department, Women and Child Welfare Department and Samagra Yojana.
2. The officers/employees of Social and Empowerment Department as and when required shall be drawn on deputation/assigned duty as Nodal Officer to ensure the availability of basic Facilities to the PWDs.
3. Polling Station wise list 18+ persons with disabilities shall be prepared from the data collected from the above mentioned departments at DEO/ERO/BLO Level.

B-Electoral Roll

1. A separate polling station wise list of PWDs indicating the type of disability shall be prepared from the voter list.
2. After obtaining information regarding PWSs from concerned departments, the process for inclusion of the names of the eligible PWDs who not listed in the electoral roll shall be initiated.
3. PWDs shall be given preference in obtaining facilities at the polling Stations, Matadata Shayata Kendras (MSKs), Voter Assistance Centers (VACs), Office of DEOs, EROs, ROs etc. All possible steps should be taken to ensure that PWDs are not required to wait in queue.
4. Adequate instructions to facilitate filling-up forms 6, 7, 8 and 8A shall be provided at the above mentioned help centers.

C-SVEEP

1. An officer shall be designated/appointed assembly-constituency wise for each district. Such officer shall be trained regarding provision of facilities for PWDs.

2. Wide publicity through various modes shall be ensured. Special basic publicity material shall be prepared by using simple language, sign language and Braille in regional languages (by the respective States.).
3. Special/Mobile camps shall be organized to educate and motivate persons with disabilities and regular programs shall be organized through various Media.
4. Efforts shall be made to prepare volunteers from student organizations like NCC, NSS, NYK etc. motivate and create awareness regarding the election process among persons with disabilities.
5. Publicity regarding the services offered by CSCs/MSKs shall be augmented.
6. Efforts shall be made to have renowned PWDs as District Campus Ambassadors and District/State Icons.

D-Involvement of NGOs/CSOs/DPOs/RWAs

1. Voluntary and other organizations working for PWDs like Non-Government Organization (NGOs), Community Based Organizations (CSOs), Disabled Persons' Organization (DPOs) and Resident Welfare associations (RWAs) etc. shall be motivated to help in imparting information regarding election process to PWDs in a non-political, non-partisan. Assistance shall be sought from these organization to provide various facilities to PWDs.
2. Only non-political & non-partisan organizations should be considered to motivate and create awareness among PWDs.

E-System Sensitization and Training

1. Special training sessions shall be organized to sensitize the election machinery to make efforts to address the needs of PWDs.
2. All officers/employees, police officials etc. involved in the election process should be clearly instructed on the facilities to be provided to the PWDs.
3. Instructors qualified in sign language and Braille shall be appointed for training purpose.
4. Basic Information regarding election process shall be prepared in Braille Script and displayed (in Hindi, English or Regional Language in use.).
5. Contribution in elections process by PWDs. The PWDs who volunteer to assist in the election process in the form of working at Voter Help Centers, working as BLOs, working in polling team etc. should be assigned such work so that they can motivate other PWDs to participate in the election process.

F-Use of technology to provide help to PWDs.

1. The websites of each CEO/DEO shall be made user friendly and readily accessible to persons with disabilities.
2. Visually impaired voters shall be provided the facility of voice SMS to convey information like the status of registration, polling station number, name of polling station, the Serial Number in the voters' list, the assembly constituency in which the name of PWD is registered, the voter ID no (EPIC), Polling schedule, etc.

Note: - Data of Persons with disabilities shall not be displayed on website and should not be shared so as to maintain their privacy.

G-Special Exclusive Polling stations for PWDs

1. In places/areas/institutions where PWDs reside in large numbers, special polling stations may be set up. For this purpose, the DEO with the endorsement of Chief

Electoral Officers should submit proposal for setting up of special polling stations.

H-Improving Physical Access and facilities at polling stations

1. It shall be ensured that polling stations are situated on the ground floor, if not, lift facility / extension of ramp to each floor should be provided.
2. A standardized and uniform design of ramps shall be implemented.
3. Temporary/Mobile ramps shall be made available where ever permanent ramp facility cannot be provided.
4. Access to ramps shall be made smooth in places of sandy and slushy pathways.
5. Ramps shall be provided in such a manner that it directly leads to the door of polling stations to avoid navigating through corridors.
6. Proper approach roads to polling Stations shall be ensured by local authorities /respective departments.
7. Mobile barricades in front of Doors of each Polling Station shall be erected.
8. Entrance door of polling station shall be kept wide open and adequate space around the voting compartment should be ensured for wheel chair movement.
9. Facility for separate entry should be made available for persons with disabilities wherever possible.
10. Pathway to polling rooms shall have indicators with standard signage.
11. Depending on the number of PWDs among electors in a polling station, facilities like ramp, tricycles, basic information through audio-video should be made available. These facilities should be physically verified and certified by the observer deputed by the Commission.
12. Wheel chairs shall be provided at identified polling stations.
13. Priority entry passes shall be issued to persons with disabilities. All possible steps should be taken to ensure that PWDs are not required to wait in queue.

I-Cooperation of Political Parties

Political parties shall also be motivated to display publicity material, manifesto, appeal etc. in audio-video and in Braille as well as sign language as per the requirement of the PWDs.

J-Statistical Data

1. Statistical data should incorporate data regarding PWDs.
Kindle ensure that the instructions given be followed in letter and spirit.

Please acknowledge the receipt of this letter immediately and also confirm action taken as required above at the earliest.

Yours faithfully,

(SUMIT MUKHERJEE)
SECRETARY

INSTRUCTION SI. No. 70
ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

NO.464/INST/PwD/2016-EPS

Dated:-07th September, 2016

To

The Chief Electoral Officers of
All States & Union Territories.

Sub: Providing facilities to Persons with Disabilities –reg.

In continuation to the letter of even number dated 12/03/2016 on the subject cited, the following additional directions are issued by the Commission for ensuring adequate and quality facilitation of Persons with Disabilities (PwD) to ensure their wholesome and constructive participation and active engagement in the election process:-

- I. PwDs in each polling station should be identified by BLOs and its record should be kept in the Database and also as a category-wise separate list;
- II. The names of PwD should be mapped and the list be made available to the BLOs but it should not be marked in the electoral roll to maintain the privacy of PwD;
- III. Elaborate instructions on PwD should be prepared by ECI and the same should be displayed outside the polling Station;
- IV. Voter guide, voter slips and Voter ID cards (EPIC) of visually impaired electors should be prepared in Braille wherever possible;
- V. Department of social justice should be approached for fulfilling the requirement of wheel Chairs for PwD Voters;
- VI. Neutral youth volunteers should be roped into for facilitation of PwD voters;
- VII. There should be proper Voter's Guide for PwD Voters especially catering to their needs;
- VIII. Assured Minimum Facility (AMF) should be ensured for PwD Voters at each and every Polling Station-
 - a. Permanent ramps with appropriate gradient should be provided as per national standards;
 - b. Braille facility should be provided in the EVM;
 - c. Proper accessibility to the polling station should be ensured;
 - d. Proper parking facility should be made available at the polling station;
- IX. The polling Officer should be given proper training to facilitate PwD and sensitize them about PwD requirements;
- X. Proper environment building and SVEEP activities should be conducted for ethical voting;

- XI. Dissemination of information regarding available facilities should be made known to the Stakeholders, political Parties, Election Machinery, Media, Electors;
 - XII. Exclusive polling booths, as far as practicable, should be set up for PwD in place where they reside in large number. Other facilities according to the needs of the PwD like proper toilets, tactile signage outside the polling station and Voters' Guide in Braille for the visually impaired voters should be made available;
 - XIII. PwD should be informed in advance about polling station where facility of online booking for wheel chairs is available:
 - XIV. Wherever possible, dummy ballot papers in Braille for visually impaired voters should be prepared;
 - XV. Audio applications like voice SMS (web or mobile) for registrations should be developed for visually impaired voters;
1. A comprehensive activity chart (Annexure-I) regarding ease of registration and voting by PwD has been prepared for clarity and coherence. This chart clearly underlines the various activities to be carried out, steps to be taken, fixing of responsibilities of concerned officials, a define time frame for each activity and the desired outcomes. You are requested to initiate immediate steps to implement the above measure in a time bound manner.
 2. A separate SVEEP plan should be prepared incorporating information, education and facilitation for Person with Disabilities,
 3. An Action Taken Report in respect of the initiatives and steps taken for facilitation of PwDs as outlined in the instructions herein may be submitted to the Commission within a month.

Yours faithfully,

(Sumit Mukherjee)
Secretary

Activity	Steps	Responsibility	Time Line	Risk	Outcome
of information to Stakeholders, Political Parties, Election Machinery, Media, Electors	with Political Parties, Release of Press Notes, Training of Election Machinery.	EROs, AI-ROs, BLOs	prior to Summary Revision	Stakeholders and Election Machinery.	among electors with disabilities.
Environment building, SVETEP activities for registration	Targeted intervention, Organising Media Campaign, Ensuring involvement of NGOs & BAGs	DEOs, CTC/ZIP, EROs, AI-ROs, BLOs, SVETEP partners, Concerned departments (SI & DWD)	6 months prior to Summary Revision	1. Lack of coordination/ co-operation amongst departments. 2. Lack of funds. 3. Non availability of diverse facilities to meet diverse needs.	Maximum inclusion of electors with disabilities.

II EASE OF VOTING FOR PwD VOTERS

Activity	Steps	Responsibility	Time Line	Risk	Outcome
Set up of special exclusive Polling Booths for PwD	1. Preparation of separate list of PwD from E-Roll database. 2. Identification of places where PwD reside in large numbers like Blind schools/ institutions	DEO, ROs/ARO, Nodal Officer, BLOs	3 to 6 months prior to election	1. Scattered population of PwD 2. Accounting of type of disability.	Increase in participation of PwD in democratic process.

Annexure-I

Activity chart displaying clarity and coherence regarding ease of registrations and voting by PwDs :-

I EASE OF REGISTRATION FOR PWD CITIZEN

Activity	Steps	Responsibility	Time Line	Risk	Outcome
Identification of eligible PwD citizens	Data collection, sharing and dissemination of information	DEO EROs/AEROs BLOs Concerned Departments	6 months prior to Summary Revision	1. Identification of PwD and types of disabilities 2. Data collection from different sources.	Mapping of PwD voters
Facilitation to the eligible PwD citizens	Nodal officers for PwD, Organising special camps, Setting up MSKs, CSC's	DEO EROs/AEROs BLOs Concerned Departments (SJ & DWD)	3 months prior to Summary Revision	1. Duplicate entries of electors with disabilities in E-Roll. 2. Improper facilities at MSKs for PwD. 3. Lack of skilled staff. 4. Non availability of different types of materials, forms etc.	Enrollment of left out electors with disabilities.
Marking in E-Roll Database	Marking in BLO registers. The names of PwDs should be mapped and the list be made available to the BLOs but should not be marked in the electoral roll to maintain the privacy of PwDs	EROs/AEROs BLOs	3 to 6 months prior to Summary Revision	1. Misuse of facilities by persons other than PwD. 2. Errors of commission and omission in marking.	Availability of information of electors with disabilities
Dissemination	Organising meeting	DEO	6 months	Lack of coordination between	Awareness

Activity	Steps	Responsibility	Time Line	Risk	Outcome
Assistance at Polling Station on poll day.	within Polling Booth area during door-to-door distribution of voter slips. Enlightening the BLOs, POs, Polling Parties, Security personnel etc. about the assistance needed for different types of disabilities during the training. Deployment of skilled personnel in special exclusive PUGs and with Sector/ Zonal magistrate.	DEO ROs/AROs BLOs	30 days prior to poll	Lack of skilled manpower.	arrangements in advance. Motivation, Mouth publicity, increase in voter turnout of electors with disabilities.
Environment building, SVEEP activities for poll and ethical voting.	Organising targeted interventions, Media campaigns, involving NGOs & DAGs	DEO CEO ZP EROs/AEROs BLOs SVEEP partners, Concerned Departments (SI & DWD)	6 months prior to poll	Objections/ complaints may be raised by Political Parties.	Optimum turnout of electors with disabilities.

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ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 51/8/INST/2018-EMS

Dated: 28th June, 2018

To

The Chief Electoral Officers of
All States and Union Territories.

**Subject: Introduction of Braille Signage Features in Electronic Voting
Machines.**

Sir/Madam,

I am directed to refer to the Commission's letter No. 51/8/2009-EMS, dated 12th February, 2009, on the subject cited, wherein the Commission had prescribed the additional arrangements would be made to facilitate visually impaired electors to exercise their franchise. The Commission has revisited the aforesaid instructions. Now, the Commission has directed that the following instructions shall be strictly followed:

- (i) M2 EVMs (Post 2006 models) and M3 EVMs (Post 2013 model) have embedded serial numbers of the candidates in Braille at the right sides of the blue button (voting button) on the Balloting Units. Hence, no sticker on Braille is required to be pasted at the right of the blue button (voting button) on the Balloting Units.
- (ii) After finalization of list of the contesting candidates, the Returning Officer will immediately send the list of contesting candidates to the Devnar Foundation for Blind/National Blind Association or to any other source available for preparation of Dummy Ballot Sheets which will contain the serial numbers of the contesting candidates, names of the candidates arranged in the same serial order in which their names will appear on the ballot paper on the Balloting Unit. The party affiliation of each of the candidates will be indicated by printing the name of the political party concerned against the name of the candidate. In the case of independent candidates, the word "Independent" will be printed. These Dummy Ballot Sheets will be prepared in regional language (i.e. language printed on actual Ballot Paper) in addition to English. A copy of the Dummy Ballot sheet(s) will be supplied to each of the polling stations.
- (iii) In case number of contesting candidates including NOTA exceed 16 and more than 1 Balloting Unit is used at a polling station, separate dummy ballot sheet shall be printed for each Ballot Unit. The Dummy Ballot Sheets will be prepared in the following manner:

- (a) Serial Numbers in each Dummy Ballot Sheet shall be from 01 to 16 i.e. If number of contesting candidates are 19 including NOTA, the serial number for the candidates in first Dummy Ballot Sheet shall be numbered 01 to 16 as mentioned on the Ballot Paper of first Ballot Unit. For contesting candidates at serial number 17-19 of Ballot Unit 2, serial numbers shall again start from 01 on 2nd dummy ballot sheet [i.e. 1 for serial no.17, 2 for serial no. 18 and 3 for serial no.19(NOTA)]. Similarly, in case of more than 32 contesting candidates including NOTA, the serial numbers on the first and second ballot sheets will be 01 to 16 and the serial numbers on third dummy ballot sheet shall also again start from 01 and so on each additional sheet (i.e. serial number on every dummy ballot sheet will start from 01 only).
- (b) In case more than 1 Ballot Unit is used, Ballot Unit-01 shall be printed in Braille on the TOP MIDDLE PART of first Dummy Ballot Sheet and Ballot Unit-02 in second dummy ballot sheet and so on.
- (c) Similarly, Braille stickers “Ballot Unit-01’, Ballot Unit-02’ and so on shall be printed and affixed on the corresponding Ballot Unit on the TOP MIDDLE PART of the Ballot Unit.
- (iv) The Dummy Ballot Sheets mentioned above will be printed in Braille signage by Devnar School for Blind/National Association or by any other source available for this purpose for Blind under the supervision of one responsible officer of the office of Chief Electoral Officer of the concerned State/Union Territory for which the Chief Electoral Officer of the State/Union Territory will liaise with the Devnar School for Blind/National Association or any other source available for this purpose. The Dummy Ballot Sheets will also have the name of the constituency written in normal script at the top.
- (v) Each such sheet prepared for every polling station will be certified by the Commissioner of Disabilities of concerned State or his authorized representative who will be an official knowing Braille.
- (vi) The concerned District Election Officer and the Returning Officer will hold detailed training and briefing sessions for the Presiding Officers and the Polling Officers to explain to them these facilities for the visually impaired electors.
- (vii) The Chief Electoral Officer will also arrange for wide publicity of these measures through advertisements in newspapers and TV etc. to inform the visually impaired voters of the arrangements being made for them.

- (viii) At the polling station, the visually impaired persons will also be allowed the facility of a companion as provided for in Rule 49N of Conduct of Elections Rules, 1961, regardless of the new facility being introduced.
- (ix) Inside the polling station the visually impaired voter will be given the Dummy Ballot Sheet in Braille by the Presiding Officer on his/her request if he/she prefers to cast his/her vote with the help of same. After he/she has studied the contents of Dummy Sheet he/she will be allowed to proceed to the voting compartment to cast his/her vote. Such electors after reading the Dummy Ballot Sheet will be able to cast their vote by reading the serial number of the candidate of their choice on the numeric sticker fixed on the EVM. If the elector so desires, the companion will be allowed to accompany the voter to the voting compartment as provided in Rule 49N of the Conduct of Elections Rules, 1961.
- (x) After the voter has cast his/her vote, the Presiding Office will ensure that the Dummy Sheet delivered to the voter is returned to the Presiding Officer.
- (xi) After the close of Poll, the Dummy Ballot Sheet shall be sealed in separate cover superscribed "Dummy Ballot Sheets" for the visually impaired and sent to the Returning Officer along with other Non-Statutory forms.
- (xii) The Presiding Officer shall keep a record of all such voters (who avail of the facility of Braille Sheet) in the enclosed **Proforma** and will submit the same to the Returning Officer along with the EVM. These details will be kept separately in the office of Returning Officer. The Returning Officer will consolidate all the information supplied by the Presiding Officers in this regard and submit the same to the Commission through the Chief Electoral Officer after declaration of result.
2. You are requested to kindly take all appropriate steps for the implementation of above directions of the Commission.

Yours faithfully,

(Madhusudan Gupta)
Under Secretary

PROFORMA FOR REPORT ON THE VOTING BY THE VISUALLY IMPAIRED
VOTERS

No. and the Name of the Assembly/Parliamentary Constituency.....

No. and the Name of Assembly
Segment.....

(In case of Parliamentary Constituency)

No. and Name of the Polling
Station..... Name of the Presiding
Officer.....

S.No.	Number of visually impaired voters turned up for voting	Number of such voters who used dummy ballot sheet in Braille	Number of such voters who did not use dummy ballot sheet and preferred to vote using the provision of Rule 49N	Number of voters who used both the facilities

(Signature of the Presiding Officer)

INSTRUCTION SI. No. 71

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

NO.464/INST/PwD/2018-EPS

Dated:-27th September, 2018

To

The Chief Electoral Officers of all States & Union Territories.

Sub: Providing Transport Facility for PwDs and their Assistants on poll day – reg.

Sir/Madam,

I am directed to state that based on the motto of the Election Commission of India, “No voter to be left behind and the theme of National Voters day 2018 “Accessible Elections”, the Commission had conducted the National Consultation on Accessible Elections with all stake holders on 3rd July and 4th July, 2018 at New Delhi and released the Strategy Framework on Accessible Elections.

In furtherance, towards implementing all the parameters of the Strategy Framework and to ensure wholesome and constructive participation and active engagement of Persons with Disabilities (PwDs) in the election process, the Commission has directed the following: -

1. There should be proper transport facility for PwDs in each and every polling station on the day of poll. Government vehicle to be used for this purpose.
2. The DEO/RO shall be responsible for entire transportation exercise for PwDs.
3. A Transport Nodal Officer shall be appointed for each district.
4. Each and every PwDs should be tagged polling station-wise and he/she should be picked-up from his/her residence and be dropped back there, after he/she has cast his/her vote.

Kindly ensure that the instruction is followed in letter and spirit. The receipt of this letter may be acknowledged.

Yours faithfully,

(SUMIT MUKHERJEE)
SECRETARY

INSTRUCTION SI. No. 72

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

NO.464/INST/PwD/2018-EPS

27th September, 2018

To

The Chief Electoral Officer of,
All the States & Union Territories.

Sub: Appointment of coordinators for inclusion of Persons with Disabilities (PwDs) in electoral process at State, District and AC levels-Regarding.

Sir/Madam,

I am directed to state that based on the motto of the Election Commission of India, “No Voter to be left behind” and the theme for National Voters Day 2018 “Accessible Elections”, the Commission had conducted the National Consultation on Accessible Elections with all stake holders on 3rd and 4th July 2018 at New Delhi and released the Strategy Framework on Accessible Elections.

2. In furtherance, towards implementing all the parameters of the Strategy Framework at State, district and AC level, you are advised to assign officials as coordinators for inclusion of persons with disabilities in electoral process for every State, District and AC respectively.

3. State coordinator for the inclusion of persons with disabilities may be assigned from within CEOs office or deputed from the department of the welfare of persons with disabilities of the respective State/ UT. The roles and responsibilities of the State Coordinator is to implement the strategic framework and the notifications issued by ECI on 12th March 2016, 7th September 2016 and 28th June 2018 with regard to the facilities to be provided to persons with disabilities in electoral process, in respective states/UTs, including rendering effective grievance Redressal mechanism for all electors and voters with disabilities.

4. District coordinator for the inclusion of persons with disabilities may be assigned from within the DEO's office or with the assistance from district differently abled welfare officer in every district. The roles and responsibilities of the district coordinator is to implement the strategic framework and the notifications issued by ECI on 12th March 2016, 7th September 2016 and 28th

June 2018 with regard to the facilities to be provided to persons with disabilities in electoral process, in respective districts, including rendering effective grievance Redressal mechanism for all electors and voters with disabilities.

5. Assembly Constituency's coordinator for the inclusion of persons with disabilities may be assigned from within every RO's office or in association with the local block level/ zonal level officers for each assembly constituency. The roles and responsibilities of the assembly constituency coordinator is to implement the strategic framework and the notifications issued by ECI on 12th March 2016, 7th September 2016 and 28th June 2018 with regard to the facilities to be provided to persons with disabilities in electoral process, in respective districts, including rendering effective grievance Redressal mechanism for all electors and voters with disabilities.

6. Further to assigning coordinators for inclusion of persons with disabilities at State, District and AC levels, all CEOs/ DEOs may engage in partnership with civil society organizations working with persons with disabilities as well as icons with disabilities in respective states and all districts /ACs pertaining to their states.

Action taken report in this regard may be notified to the Commission within 2 weeks of the date of issue of this instruction.

Yours faithfully,

(Sumit Mukherjee)
Principal Secretary

INSTRUCTION SI. No. 73

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

NO.464/INST/2016-EPS

Dated:-26th December, 2016

To

The Chief Electoral Officers

1. Goa, Panaji.
2. Manipur, Imphal.
3. Punjab, Chandigarh.
4. Uttarakhand, Dehradun.
5. Uttar Pradesh, Lucknow.

Sub: General Elections to the Legislative Assemblies of Goa, Manipur, Punjab, Uttarakhand and Uttar Pradesh-2017: Setting up of 'Voter Assistance Booths' (VAB) at polling stations regarding.

Reference: ECI Letter No. 23/LOCATOR/2007-ERS dated 05.11.2007

Sir/Madam,

As you are aware, the Commission has issued various directions for ensuring facilitation and assistance to the voters to enable them to cast their vote in a smooth, hassle-free and convenient manner, which includes the setting up of 'Voter Assistance Booths' (VABs) at the polling stations. Detailed instructions regarding the Voter Assistance Booths were issued vide letter referred above.

Considering the crucial role played by these Voter Assistance Booths in facilitating and helping the voters on poll day by easy identification of their correct polling booth and the serial number of the concerned voter in the electoral roll, thereby contributing to easy and smooth voting experience, the **Commission has decided to set up Voter Assistance Booth for every Polling Station Location.**

Accordingly, the Commission, hereby, partially modifies its earlier instruction as follows:

1. Para 3 (i) of the instructions issued vide letter cited above, stands **deleted** and replaced with a new Para 3(i), which reads as follows:
“For each polling station premise/building location, irrespective of the number of polling booths, a Voter Assistance Booth’ shall be set up. A team of personnel will be appointed for each such VAB with the objective of facilitating the voter to located his/her particular Polling Booth and the serial number of the voter in that electoral roll in the concerned Polling Booth.”
2. Para 3 (ii) of the earlier instructions stand modified as follows:
“Necessary arrangements for the setting up of the ‘Voter Assistance Booth’ like basic furniture including table, chairs etc for seating the deployed staff, a small covered canopy/tent with proper shade and prominent signage in the form of back-drop banner indicating “VOTER ASSISTANCE BOOTH’ and directional signs for guidance of the voters must be made well in advance by the RO concerned”. An indicative design of the ‘Voter Assistance Booth’ is enclosed as per Annexure attached.
3. Para 3(ix) of the earlier instructions referred above shall stand deleted.

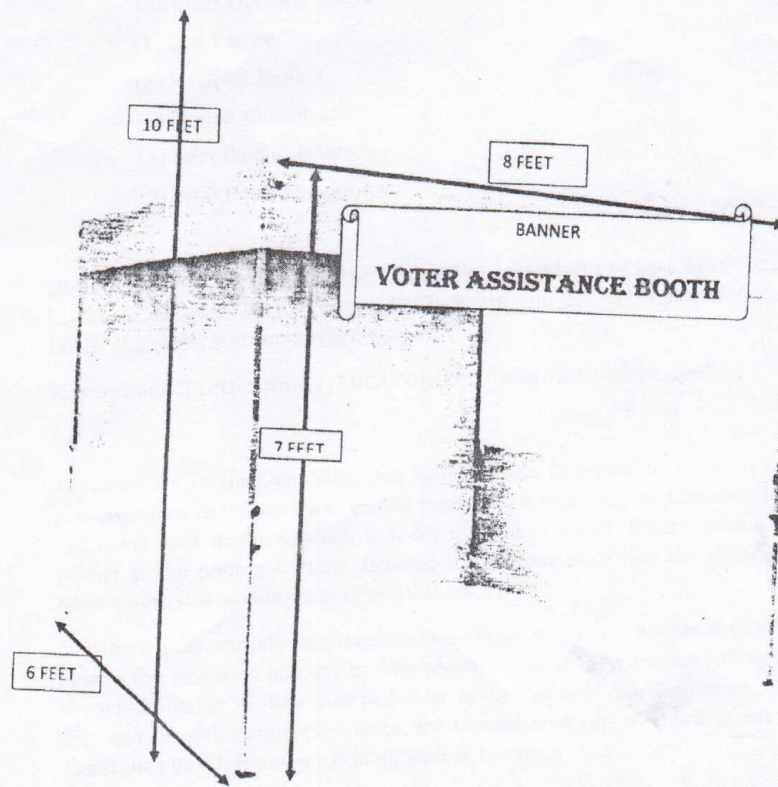
The receipt of this letter may be acknowledged with confirmation that relevant instructions have been issued to the District Election Officers /Returning Officers concerned and other connected officers for necessary compliance.

Yours faithfully,

(NIKHIL KUMAR)

DIRECTOR

DESIGN OF 'VOTER ASSISTANCE BOOTH'



INSTRUCTION SI. No. 74

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

NO.464/INST-BMF/2013-EPS

Dated:-27th January, 2014

To

The Chief Electoral Officers of
All States & Union Territories.

Sub: Assessment and Inventory of Polling Station – Basic Minimum Facilities (BMF) to be Provided –reg.

Sir/Madam,

Polling stations represent one of the most crucial aspects and the focal symbol electoral democracy Section 25 of the Representation of the People Act, 1951 envisages that the District Election Officer (DEO) is responsible for the provision of polling station and publication of the list of polling stations. With some advance intervention at the level of DEO, the conditions at the polling station can be vastly improved.

2. Through instructions have been issued over a period of time that cover almost all the major concerns and aspects of polling station management, the Commission has observed with great concern that there are gaps in actual implementation of these instructions. The Commission attaches greater importance to the voter participation and his/her experience at polling station and in the past, provisions for voter friendly facilities and amenities have been incorporated in the Commission's directions. In continuation of the Commission's instructions issued vide its letters mentioned at Annexure-I on the subject mentioned against those, the following instructions on facilities to be provided at the polling stations and to the voters shall be followed strictly.

3. The Commission identified the list of Basic Minimum Facilities (BMF) which every DEO shall proved at each polling station within his district. These Basic Minimum Facilities are;

- I. Provision for ramp
- II. Provision for drinking water
- III. Adequate furniture
- IV. Proper lighting
- V. Help desk
- VI. Proper signage
- VII. Toilet

A note on assessment and inventory of Basic Minimum Facilities at Polling Stations is enclosed herewith.

4. The Commission desires that the following instructions, to assess and make inventory of the polling station location in the States /UTs. Are carried out strictly and scrupulously;
 - I. The DEO and the Returning Officer (RO) shall do an advance exercise well before the election to get the conditions of the polling station physically verified by the field officials. The Sector Officer should visit each polling station / location within his / her jurisdiction to assess whether it is use worthy. The returning Officer should physically verify 10% of the polling stations / locations.
 - II. The DEOs should form territorial teams / squads to visit each and every / polling station location and prepare a video documentation on the condition of polling station and existing amenities and a feedback on action to be taken for each such polling station as per Annexure-II. During videography, the following points should be covered:
 - a. Access /entry of the polling station locations;
 - b. Surroundings of the polling station;
 - c. Existence of boundary wall; if any.
 - d. Building area, open space, number of rooms;
 - e. Actual location of Polling Station within the premises/campus;
 - f. Availability / location of civic amenities like drinking water, toilets, electricity, ramp, furniture, shades etc.
 - III. At the beginning of videography, the following should be displayed on a card board and captured on camera, as well as spelt out in voice-over:
 - a. District Name;
 - b. AC Number & Name;
 - c. PS Location Number & Name;
 - d. PS Number and address.
 - IV. The final CD/DVD should be labeled properly, clearly mentioning District Name, AC Name & Number and PS Location Number and name, number and address, so that the problem of identification does not arise.
 - V. The DEO should initiate remedial measures, where required, on the basis of the above physical verification reports and send an 'Action Taken Report' to the CEO, at the earliest. In the process of ensuring BMF at the Polling Station, the DEO should make optimal use of funds available under the relevant election expenditure budget head not /or explore the possibilities of synergizing the objective of BMF at polling station any of the suitable ongoing schemes / projects, provided the activity is covered under the parameters of such schemes or dovetail the requirements of BMF with ongoing / existing schemes of the local bodies within the district as most of the polling stations are normally located in the government / local body school building and other government buildings.
 - VI. The review of the polling stations on above parameters is to be completed as per the following schedule:

to be completed by the DEO	February, 2014
ng to be held by the DEO with the representatives of political parties.	February, 2014
t to be sent by the DEO to the CEO	February, 2014
ied report to be sent by the CEO to the Zonal secretaries / Principal Secretaries of ECI	February, 2014

4. The CEOs should explore the possibility of setting up some model polling stations at the metropolitan cities / State capitals / major cities of the states. The thrust of such initiative should be more on voter friendly environment and superfluity should be avoided.

Please acknowledge receipt of the letter.

Yours faithfully,

(SUMIT MUKHERJEE)

Secretary

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**Note on Assessment and Inventory of
Basic Minimum Facilities at Polling Stations**

i. Condition of Polling Station

As far as possible, the polling station should be established in a good building worthy of use (and not in a dilapidated one). The building / location having room(s) with proper windows, ventilation and space should be identified as polling stations. It may also be ensured that the polling station(s) should normally be situated at the ground floor of the building.

ii. Entrance and Exit

The polling stations should have separate entrance and exit for voters. If there is only one door at the polling station(s), separate entrance and exit can be provided with the help of a temporary fencing in the middle of the doorway using bamboos and ropes.

iii. Ramp Facility

A ramp should be provided at the polling stations to facilitate the physically challenged voters, as per the directions of the Hon'ble Supreme Court of India. In the polling stations where permanent ramps have not been provided, temporary ramps should be provided.

iv. Drinking Water

There should be a proper arrangement for drinking water and toilet facilities at the polling station(s). In case, there is no provision for drinking water, make adequate arrangements at that polling station(s) for storage of drinking water in earthen pots and one employee or a daily wage-earner shall be deployed at that polling station(s) to refill the water pots and serve water to the voters standing in queue.

v. Electricity Arrangement

Make sure that the inside of the voting compartment is sufficiently lighted. If necessary, arrangement for a suitable lighting should be done for each compartment. There should be proper electricity arrangements at the polling stations. If the power connection is available, the condition of switches / bulbs / fans should be checked. If power connection is not there, alternative arrangement should be made by hiring generator sets etc. so that, on the poll day, those polling stations are properly lighted.

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vi. **Furniture etc.**

There should be proper provision for basic amenities like tables, chairs, benches, and shade for voters standing in the queue at the polling stations.

vii. **Help Desk**

In the polling station locations having multiple polling stations, a Help Desk should be set up with the objective of providing assistance to the voters, facilitating the voters to locate their particular polling station and issuance of voter slips. The Help Desk shall be set up at a prominent spot so that the same is easily visible and approachable to voters as they approach the premise/building.

viii. **Proper Signage**

Proper signage should be put at the polling station locations for guidance of the voters about the route / layout of the location, facilities available (like ramp, toilet, drinking water etc.) and Help Desk.

ix. **Toilets**

There should be separate toilets for men and women electors. In the polling station locations having multiple polling stations, one employee or a daily wage-earner shall be deployed to keep the toilet clean throughout the day.

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Annexure-I

576/3/98/JUD-II	19-01-1998	General Elections to the House of People and State Legislative Assemblies, 1998 – Facilities to be Provided to the Electors Having Physical Disabilities – Regarding.
576/3/2004/JS-II	07-04-2004	General Elections to the House of People and State Legislative Assemblies, 2004 – Facilities to be Provided to the Electors Having Physical Disabilities – Regarding.
509/110/2004-JS-I	21-04-2004	In the Supreme Court of India – WP (Civil) No.187 of 2004 – Disabled Rights Group Vs. Chief Election Commissioner & Anr.
509/110/2004-JS-I	20-10-2005	Providing Facilities to the Disabled Voters.
509/110/2004-JS-I	26-10-2007	Facilities to be Provided to Electors with Disability – Order of the Hon'ble Supreme Court in WP(Civil) No.187 of 2004 – Disabled Rights Group Vs. The Chief Election Commissioner & Anr.
509/110/2004-JS-I (Vol.II)/RCC/1730	17-10-2008	Facilities to be Provided to Electors with Disability – Order of the Hon'ble Supreme Court in WP(Civil) No.187 of 2004 – Disabled Rights Group Vs. The Chief Election Commissioner & Anr.
576/3/2009/SDR	24-03-2009	Facilities to be provided to electors with disability – Order of the Hon'ble Supreme Court in WP(Civil) No.187 of 2004 – Publicity of Commission's Instructions – Regarding.
51/8/2009-EMS	12-02-2009	Introduction of Braille Signage Features in Electronic Voting Machines.
51/8/2009-EMS	18-03-2009	Introduction of Braille Signage Features in Electronic Voting Machines.
464/2009-EPS	30-04-2009	Facilities for Senior citizen and Physically Challenged Voters – Regarding.
576/11/ESO24/94-J.S.II	21-10-1994	General elections to State Legislative Assemblies -1994 Special Facilities in Polling Stations for Women Electors.
464/INST/2011/EPS	26-12-2011	Special Facilities in Polling Stations for Women Electors – Regarding.
458/4/98/PLN-IV	01-06-1998	Bye-elections in June, 1998 - Facilities at Polling Stations During the Hot Weather Conditions.
23/LOCATOR/2007-ERS	05-11-2007	Preparation of Electoral Roll in Alphabetical Order – Regarding.

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Proforma for Assessment and Inventory of Polling Station

[illegible]

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INSTRUCTION SI. No. 75

By Speed Post/e-mail

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No.51/8/7/2017-EMS (Vol.-II)

Dated: 3rd August, 2017

To

The Chief Electoral Officers of
All States and Union Territories.

Subject: Assessment and Inventory of Polling Stations- Basic Minimum Facilities (BMF) to be
Provided—Regarding.

Sir,

I am directed to refer to para (v) i.e. Electricity Arrangement of the "Note on Assessment and Inventory of Basic Minimum Facilities at Polling Stations" attached with the Commission's letter No. 464/INST-BMF/2013-EPS, dated 27th January, 2014 [*para 8.1 (d) of Chapter-8 of the Manual on Polling Stations, 2016*], on the subject cited. The same is reproduced as under:

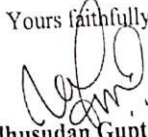
"Make sure that the inside of the voting compartment is sufficiently lighted. If necessary, arrangement for a suitable lighting should be done for each compartment....."

It has been observed that due to excessive light, provided closely above voting compartment through use of high voltage incandescent bulbs/ tube-light, optical sensors used in VVPAT were affected, resulting VVPAT going in error mode.

The Commission has directed that the following instructions shall strictly be followed:

1. Proper electricity arrangements should be made at the polling stations.
2. High voltage incandescent bulbs/ tube-light should not be placed over or front of the voting compartment.
3. Voting Compartment should be placed in such a way that
 - (a) sufficient light is available inside the voting compartment.
 - (b) no direct lighting is placed over or in front of the voting compartment.
 - (c) secrecy of voting is not violated.
 - (d) voting compartment is not placed near the window/door.

Yours faithfully,


(Madhusudan Gupta)
Under Secretary

INSTRUCTION SI. No. 76

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

NO.464/INST/2016/EPS

Dated:- 21th December, 2016

To

The Chief Electoral Officers of,

- | | | |
|------------------|---|------------|
| 1. Uttar Pradesh | - | Lucknow |
| 2. Uttarakhand | - | Dehradun |
| 3. Punjab | - | Chandigarh |
| 4. Manipur | - | Imphal |
| 5. Goa | - | Panaji |

Sub: Display of Voter Facilitation Posters (VFPs) at polling Stations –reg.

Sir/Madam,

With reference to the captioned subject, I am directed to state that the Commission is committed to the enhancement of voter facilitation at the polling booths to ensure that all voters are able to cast their votes in an easy, convenient and informed manner. However, during the past elections, it has been brought to the notice of the Commission that at many places, relevant polling station related information is not prominently displayed for guidance and awareness of the voters, resulting in confusion and inconvenience to the voters on the poll day.

In this regard, it is also pertinent to note that the statute requires the display of accurate and relevant information for voter awareness and information at each polling station. As per **Rule 31** of the **Conduct of Elections Rules, 1961**, bearing subject, **“Arrangements at polling stations”**, it is mandated as under:

“(1) Outside each polling station there shall be displayed prominently-

- (a) a notice specifying the polling area the electors of which are entitled to vote at the polling station and, when the polling area has more than one polling station, the particulars of the electors so entitled; and
- (b) a copy of the list of contesting candidates.”

The Commission has reviewed the matter in totality and directed that in order to ensure compliance of the statutory requirements, as also to provide greater facilitation and awareness to the voters arriving at the polling booths on poll day, the following instructions be strictly complied:

1. At each Polling booths, **4 (Four) Voter Facilitation Posters (VFP)** shall be displayed as per the design enclosed herewith at **Annexures – A, B, C and D**.
2. The color scheme and format of the posters shall remain exactly as per the enclosed design.

3. The size of the VFPs should be such that the contents are early and clearly visible and the text is effortlessly readable to the voters approaching the polling booth. The following dimensions are provided for purely indicative purpose:
 - a. **VFP No. 1 and 2: 27 inches (Height) X 27 inches (Width).**
 - b. **VFP No. 3 and 4: 27 inches (Height) X 36 inches (Width).**
4. The VFPs shall be displayed/pasted/stuck on the outside wall, near the entrance of each polling booth.
5. The VFPs must be pasted/affixed in the order of their Serial Nos i.e. VFP No. 1 followed by VFP-2 and so on.
6. In addition, VFPs No. 3 and 4 shall also be affixed near the entrance of the polling station premises/locations, especially in case of locations having more than one polling booths.
7. The VFPs can be printed on paper or any other available eco-friendly material, subject to reasonability of cost and without compromise on the overall quality of display.
8. The display of VFPs shall be an integral part of the overall arrangements to be made at every polling booth by the Returning Officer.
9. The proper manner of display of VFPs shall be explained to the Presiding officers during the election training sessions organized by the Returning Officers.
10. The Sector Officers shall ensure that the VFPs are prominently displayed as per the directions herein and submit a report to the Returning Officer.
11. It shall be the overall responsibility of the District Election Officers to ensure compliance of these instructions.

The Chief Electoral Officers are kindly requested to take note of these instructions and bring to the knowledge all the DEOs/ROs.

The receipt of these instructions may kindly be acknowledged.

Yours sincerely,

(NIKHIL KUMAR)
Director

भारत निर्वाचन आयोग
ELECTION COMMISSION OF INDIA

● Polling Station (Name/No.): _____

● Total Electors: _____

● Polling Station Locality: _____

● Polling Station Building: _____

● Presiding Officer:

(Name/No.) _____

● Booth level officer:

(Name/No.) _____

● Returning Officer:

(Name/No.) _____

● District Election Officer (Name/No.): _____

● General Election Observer (Name/No.): _____

Polling Booth Area

मुख्य निर्वाचन अधिकारी / CHIEF ELECTORAL OFFICER

राज्य/प्रदेश शासित प्रदेश

State / UT

POLL DAY: / /

VOTING TIME:

AM to

PM

भारत निर्वाचन आयोग ELECTION COMMISSION OF INDIA

APPROVED IDENTIFICATION DOCUMENTS

Election Photo Identity card (EPIC)



Passport



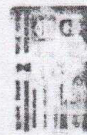
Driving Licence



Service Identity Cards with photograph issued to employees by Central/State Govt. PSUs/Public Limited Companies

Passbooks with photograph issued by Bank/Post Office

PAN Card



Smart Card issued by RGI under NPR

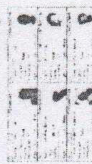
MNERGA Job Card



Health Insurance Smart Card issued under the scheme of Ministry of Labour

Pension document with photograph

Authenticated Photo Voter Slip issued by the election machinery



Official identity cards issue to MPs/MLAs/MLCs

Adhaar Card



HOW TO VOTE

REMEMBER: Your name must be in the electoral roll to cast your vote. Possession of EPIC is NOT a guarantee to vote.

● **First** Polling Officer (PO-1) / Incharge of marked copy of electoral roll will verify your identity from your identification documents vis-à-vis your entry in electoral roll.

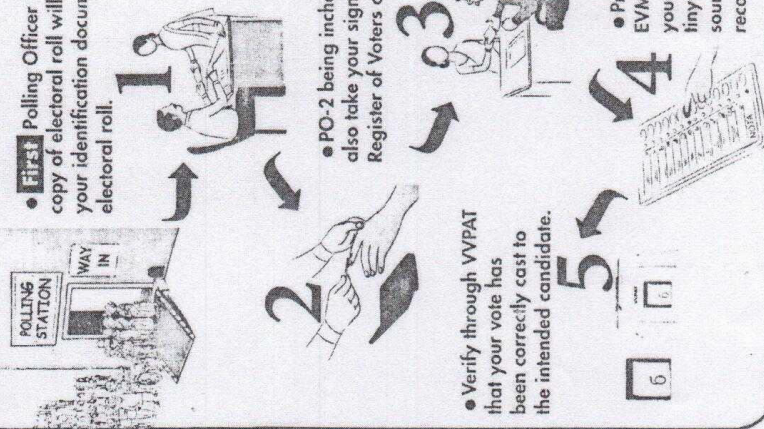
● After establishing your identity, **Second** Polling Officer (PO-2) / Incharge of indelible ink will put a mark with indelible ink on your left hand forefinger.

● PO-2 being incharge of Register of Voters will also take your signature/thumb impression on Register of Voters and will issue a Voter's slip.

● On the basis of serial number of Voter's slip, **Third** Polling Officer (PO-3) will allow you to cast your vote.

● Verify through VVPAT that your vote has been correctly cast to the intended candidate.

● Press the "blue button" on the EVM against the candidate of your choice. "Red" glowing of tiny lamp along with a long beep sound will confirm successful recording of your vote.



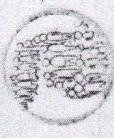


भारत निर्वाचन आयोग ELECTION COMMISSION OF INDIA



DO'S

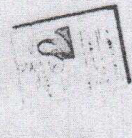
Always be in queue and wait for your turn.



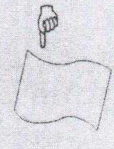
Always maintain peace in and around the polling station



Show your photo ID card as prescribed by the Election Commission of India as in Panel No. 4



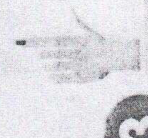
Follow instructions on "HOW TO VOTE"



Show courtesy to the polling team which is facilitating your vote.



After casting your vote come out of the polling station quietly.

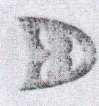


DON'TS

Do not accept bribe in favour of your vote. Bribery is an offence.



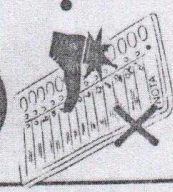
Do not impersonate for someone else. Impersonation is an offence.



Do not cause any disturbance in the poll process. You may land up in prison.



Do not cause damage/ tamper with poll material including EVM/VVPAT. You may land up in prison.



Do not obstruct the polling team in performing election duty. You may land up in prison.



Do not litter/spit in and around the polling station. It is an offence.



NO PHONES



NO SMOKING



NO FIRE ARMS



NO PHOTOGRAPHY



HELP LINE
1950



भारत निर्वाचन आयोग
ELECTION COMMISSION OF INDIA



LIST OF CANDIDATES: (FORM 7-A)

2

B – COUNTING OF VOTES

INSTRUCTION SI. No. 77

Election Commission's letter No. 576/3/2004/JS-II, dated 20.08.2004 addressed to the Chief Electoral Officers of all States and Union Territories.

Subject:- General Elections to Lok Sabha and certain Legislative Assemblies, 2004- supply of results sheet to public.

I am directed to state that sub-rule(2) of Rule 93 of the Conduct of Elections Rules, 1961, provides that the copies of papers relating to an election other than those mentioned in sub-rule (1) of that rule may be supplied on payment of fee for the purpose. It has been brought to the notice of the Commission that some of the Returning Officers/District Election Officers have refused to supply copies of result sheets in connection with the recent general elections.

In this connection, your attention is invited to para 9 of Chapter-XVIII of the Handbook for Returning Officers, 2004. The Commission has instructed therein that the result sheets in Form 20 may be supplied, if asked for by interested persons, on payment of fee as charged for supply of certified copies of other election records.

This may be brought to the notice of all the Returning Officers, District Election Officers etc. for their information and compliance.

Kindly acknowledge receipt.

INSTRUCTION SI. No. 78

Election Commission's letter NO. 470/2007/PLN-I DATED: 11th January, 2007 addressed to the Chief Electoral Officers of all States and Union Territories.

Sub: Counting Centers - Arrangements there at – including security arrangements.

INSTRUCTIONS FOR FACILITIES AT COUNTING CENTRES AND MANAGEMENT OF THE COUNTING PROCESS

1. The Commission has decided to use Electronic Voting Machine in all polling stations for recording of votes. The counting of votes will be done polling station wise.
2. A counting Centre means a place where counting of votes will be done and may have one or more Counting Halls.
3. A counting Hall means a separate room walled on all sides and preferably with separate exit and entry facilities.
4. Where pre-constructed separate rooms are not available but large rooms are proposed to be divided for creating Halls, each part constitution a Hall will be separated by temporary partitions. These partitions will be of strong material, but preferably CGI sheets only. Where the owners of the Building have objections to dig holes on the floor, a suitable rigid frame, with CGI sheets fixed on two sides, may be used. The point to be ensured is that after the necessary portioning, each Hall is an independent room walled on all four sides. It should not only be not possible for persons to move out from a Hall without coming out of it, but it should be impossible to slip any materials from one Hall to other through the partitions. On both sides of the partitions, guards should be posted to ensure that these are not disturbed.
5. Each counting center will have a distinct number and within each Counting Centre each Hall will have a distinct number.
6. Each Hall, as defined earlier, will be used for counting for only one Assembly Segment at a given point of time. The counting of one assembly segment can be taken up in maximum of two Halls provided that in one hall the physical distribution of space does not allow placing of more than 8 tables (including the table of the RO/ARO). IN cases where the size of the electorate in an Assembly segment is unusually large a

maximum of 15 tables each can be put in two Halls for that Assembly segment. All such cases will be personally scrutinized by the DEO and the observers after taking into account all relevant factors such as number of candidates, number of counting agents etc.

7. In cases where two Halls are being used to count an Assembly segment the Polling Station numbers will be pre-allotted to the two Halls (each room being one separate Hall) in advance.
8. Assembly Segments must be pre-allotted to Halls and this allotment made known to all concerned in advance.
9. If the total number of Halls is less than the total number of Assembly Segments for a Parliamentary Constituency, the sequence of counting will be as per the ascending AC numbers. Thus, if there are seven such AC segments in a PC and only three Halls, then segments with the three lowest serial numbers will be taken up for counting in the three Halls available. As soon as counting is completed in respect of one Assembly Segment in a particular Hall and after necessary clearance of the Hall, counting for the next AC pre-allotted to the Hall will be taken up therein.
10. Under no circumstances, more than one AC segment will be taken up for counting simultaneously, inside one Hall, and, under no circumstances, Electronic Voting Machines (or Ballot Papers) of more than one AC segment will be physically available for counting purposes inside one Hall at any time.
11. The Commission has already prescribed limits for the number of counting tables, which can be placed inside a Hall. Important considerations for deciding on the number of counting tables would be the number of Polling Stations, size of the room, the number of counting agents, as per the number of candidates, and the total number of counting personnel proposed to be deployed and the security aspects.
12. The upper limit of 15 tables (including the Table of Returning Officer) in a counting HALL will not be increased under any circumstances. A lower actual limit may be fixed taking into account all relevant factors.
13. The Commission has prescribed a format for essential information on counting centers and personal inspection by the Returning Officers. Observers of the Commission will undertake detailed inspection of

- counting centers during their visit and ensure that the counting Halls have been planned as per the above instructions and Assembly segments have been accordingly pre-allotted to each Hall. They will send a specific report on this to the Commission. They should also obtain relevant drawings of each counting centres and keep it as a part of the record for their final report.
14. The Counting Halls, including partitions as planned, should be got ready at least three clear days, ahead of the date of counting and a report sent by each RO to the CEO, and by the Observers to the Commission. CEOs shall send a consolidated report to the Commission. These rooms should be located in a manner that the smooth flow of polled EVMs and other papers to and from the strong room are not interrupted by the presence of non-officials and media persons.
 15. Three tier cordoning system should be set up in all counting centers to prevent the entry of unauthorized persons inside the counting centers. No counting agent without proper identity card having the photograph, duly displayed on its person, shall be allowed to cross the first cordon of the counting centre. Similarly, the identity of all candidates, their election agents and of all the counting staff shall also be thoroughly verified with reference to their identity cards at the first cordon itself. A senior Magistrate shall be posted at the entrance to control crowd and regulate entry.
 16. Before allowing the entry of the candidates, their agents and other officials whose identities have been established by means of identity card to the second cordon, proper frisking should be made by the security personnel. The frisking shall be done by State police force personnel only. Women shall be frisked only by women police personnel/women Home Guards. There should be no further frisking
 17. CEOs, during their tours, will specifically review arrangements proposed and inspect as many counting centers as possible.
 18. At each counting center the Observer or group of Observers will be provided a separate room or cubicle with table/chairs, a telephone with STD and a fax attached to it. This will be reserved for the exclusive use of the Observers for their communication with the Commission, in strict

confidentiality.

19. The number of this telephone will be obtained from the Telephone authorities at least 15 days ahead of the counting and made known to the Commission.
20. The RO shall provide a hotline, wherever possible, with CEO and one or more separate telephone line(s) with STD facilities to keep in touch with the CEO and the Commission. A fax machine should invariably be available for use of the RO/ARO at each counting centers.
21. Media centers have to be set up at each Counting Centre. As far as possible, a separate room of adequate size should be set apart for these centers and reasonable facilities like telephone, fax, data communication network etc have to be provided. Each returning Officer is required to exclusively deploy one senior officer to be in charge of the Media Centre. Such an officer should be an Assistant Returning Officer or an officer drawn from the Public Relations Department or any other officer capable of managing this function on behalf of the Returning Officer. Limited coverage of short duration by manageable audio/visual groups can be allowed and the groups, may be conducted by the official designated for this purpose by the officers in charge of counting. It is important that adequate number of officers/officials are available to assist the officer in charge of the Media Centre at each counting centre so that they can escort the media groups in small manageable numbers to visit counting halls from time to time. Such visits are to be of short duration only. All such visits will be escorted visits conducted by officers identified and earmarked for this purpose in advance. For further detail on media management, Commission's letter No. 491/CNTG/MCS/99, dated 20th September, 1999 may please be referred.
22. The media room should be set up at some distance away from the main Counting Hall. In case of any Parliamentary or Assembly constituencies being counted in one Counting Centre with multiple Counting Halls, the media passes will be issued "Counting Centre-Wise" and not "Counting Hall-wise".
23. The holders of the authority letters, while covering the counting process, can and should be allowed to come out of the counting hall(s) if they so

- desire, during the counting. They should also be allowed to re-enter on the basis of the very same authority letters. All entry at all times however, is subject to the over-all requirement of maintenance of law and order, proper decorum and the conduct of peaceful counting. Limited coverage of short duration by manageable audio/visual groups can be allowed and the groups, may be conducted by the official designated for this purpose by the officers in charge of counting.
24. The arrangements for dissemination of counting trends and results to public and for media is to be made in advance so that there is absolute clarity in the matter. These are expected to provide the counting trends and results information in an organized and systematic manner in good time. These should be made known to all concerned in advance.
 25. It may also be noted that no static (fixed) camera – still or video of the media is allowed inside any counting hall. No camera stand should thereof be allowed to be taken inside counting halls. Further, while taking audio visual coverage of the counting process with camera carried in hand or on shoulders, under no circumstances, the actual votes recorded on an individual ballot papers is to be photographed or covered by audio visual coverage. The exact location up to which the, still and video camera can move, should be indicated by the Returning Officer in advance marked by a line or a string for guidance of all concerned.
 26. DEOs, and ROS will accordingly make detailed plans and ensure that the arrangements are in position well in time and at least 72 hours before start of counting. This will facilitate dry run of transmission of counting information and system checks by all concerned.
 27. For ensuring accuracy of the result of counting, a round-wise statement shall be prepared by the Returning Officer in the proforma annexed hereto **(Annexure for tabulating round-wise figures)**. Both the Returning Officer and Observer shall personally verify that the number of votes posted against the name of each candidate in respect of every counting table tally with the figures as shown in Part II of Form 17 'C' (result of counting) pertaining to that table. They shall append their initial below the total of each counting table. A copy of the detailed table-wise polling station-wise round –wise break up of the votes as shown in the said

Annexure will be kept by the Observer in his folder.

In addition, a computer will be installed in the Counting Hall where parallel tabulation work will be done in an Excel Sheet to counter check any human error. This data entry will also be done Table wise, Polling station wise and Round wise. Even though computer tabulation will not substitute the manual tabulation being done for obtaining final result of the counting of votes, the Computer based parallel tabulation/totaling will be helpful as a double check on the accuracy of manual tabulation.

28. Next Round of counting should only start after repeat after all tables of previous round have finished counting and their result sheets are accepted by AROs.
29. The Observer/Returning Officer will ensure that the results of **table-wise – round-wise** counting of votes are immediately displayed prominently on a notice board inside the counting center and announced through public address system. After the counting is completed and the Returning Officer has compiled the final result sheet, the Observer will tally the figures of votes obtained by the candidates with the details of round-wise breakup kept by him in his folder and allow the result to be declared only when the figures tally with each other.
30. The Commission has issued detailed instructions on the flow of data through GENESYS. These instructions are to be followed scrupulously by all Returning Officers.
31. The RO will fax round-wise data to the CEO. Wherever hot lines are available with the CEO, these will be utilized to orally confirm the contents of the fax message. CEOs would set up adequate number of fax lines with hunting line facility to receive the faxes. For this purpose, they can hire faxes or temporarily borrow fax machines from various government departments and corporations. The total number of such fax machines required, including a few in reserve, should be decided in advance and these should be positioned and tested at least 72 hours before the start of counting. The CEOs should have blank forms to note down the round wise data, if received orally on phone or hotline.
32. As soon as the result is declared, the data as contained in Form 21, which

- is handed over to the winning candidate, will be handed over to the Observer as prescribed by the Commission for immediate communication to the Commission.
33. As per the above arrangements, the progress of every round, Assembly segment-wise, will be announced as soon as each round is complete. Similarly, the consolidated position of the PC by combining the position of the rounds of different ACs available from time to time should also be announced over the public address system,, preferably from a centralized location where the public announcement booth is located. The public announcements could be repeated at suitable intervals for the knowledge of the public that gather in good number outside the Counting Centres.
 34. It is important that soon after the counting is finished, the fully reconciled counting data is tabulated and checked thoroughly before the result is formally declared.
 35. The Observers will ensure that the Final Result Sheet in form 20A is filled by the RO before he declares the result in Form 21 C and sends it to appropriate quarters. One copy each of the Forms 20 A, 21C and 21E duly filled in will be collected by the Observers and attached with their reports on counting.
 36. Commission has decided that all Observers will keep a close watch on the process of counting of votes and compilation of results. Before the Returning Officer declares result of an election, he/she shall obtain an authorization for declaration of result from the Observer concerned. Every Observer shall completely satisfy himself/herself about the fairness of counting of votes and complete accuracy of compilation of result. After having done so, he/she shall issue an authorization to the concerned Returning Officer in the following format for declaration of result :-

“ _____ Observer Code _____),
For _____ Assembly Constituency after having
satisfied myself about the fairness of counting of votes and complete
accuracy of compilation of result in Form-20 hereby authorize the
Returning Officer for _____ Assembly Constituency to
declare the result.”

Signature of the Observer _____

Name of the Observer _____
Code of the Observer _____
Assembly Constituency No. & Name _____ ”

37. No Returning Officer shall declare the result without receiving the authorization in the format as detailed in Para 36 above from the Observer. It shall be the personal responsibility of the Observer and Returning Officer to ensure fairness of counting of votes and accurate compilation of results.
38. The Observers can make out a joint report at the end of counting. On the day immediately following the counting, they will put together their reports, along with copies of Forms 20A, 21C and 21E and send them to the Commission. This should be done before the Observers leave the Constituency on completion of their duty. They will also ensure that the original Forms in two sets are dispatched by the RO through special messenger to the CEO, in turn, will send one set for all constituencies in his state, through a special messenger by flight, to the Commission.
39. The CEOs will keep in touch with the Zonal Secretaries on the progress of counting and the collection and dispatch of data in statutory forms as mentioned earlier.
40. It shall be the personal responsibility of the concerned District Election Officer to ensure that all the abovementioned instructions are strictly complied with and brought to the notice of all the Returning Officers, Observers, Candidates, Counting Agents etc sufficiently before the commencement of the Counting.

Annexure for tabulating Trends/Results

Number & Name of Constituency _____ Round Number ____ Date _____

Table No.	1.	2.	3.	4.	5.	6.	Total	Brought from Previous Round	Cumulative Total
Polling Booth No.									
Sl. No.	Name of Candidate								
Rejected Vote									
Total Vote									
	Initial of RO	Initial of RO	Initial of RO	Initial of RO	Initial of RO	Initial of RO	Initial of RO		
	Initial of Observer	Initial of Observer	Initial of Observer	Initial of Observer	Initial of Observer	Initial of Observer	Initial of Observer		

- Important:
1. All Over writings/cutting should be certified by observer.
 2. Polling station Number whose votes are counted should be indicated below the table Number.
 3. A copy of this is to be kept by observer in a separate folder for cross checking later.

INSTRUCTION SI. No. 79

Election Commission's letter No. 464/UP-LA/2007 Dated : 08.05.2007 addressed to the Chief Electoral Officer, Uttar Pradesh, Lucknow.

Sub: General Election to the Uttar Pradesh Legislative Assembly, 2007- Video coverage during counting process – Regarding.

I am directed to reiterate Commission's existing instructions regarding the procedures to be followed on the counting day and to further say that video coverage shall be ensured at every stage of the counting on 11.05.07. The Video coverage shall include the randomization process, the process of opening of strong room, transfer of EVMs from strong room to counting hall, counting has arrangements, process of counting in general in the counting hall and process of tabulation in general at the Returning Officer's table, the process of counter checking of two EVMs as per the recent instructions of the Commission and security arrangements in and outside the counting hall/center, presence of candidates and their agents in the counting centers and the process of declaration of result, handing over of certificate of return and any other significant events that take place at any point of time during the counting process. The videography should indicate the date and time and the video cassette should be sealed after the counting process is over for future reference. Accordingly, adequate number of video teams may be deployed on the counting day.

2. This shall be brought to the notice of all concerned for compliance without any deviation.

INSTRUCTION SI. No. 80

Election Commission's letter NO. 470/2007/PLN-I DATED: 29th August, 2007 addressed to the Chief Electoral Officers of all States and Union Territories.

Subject: Counting of votes for General/Bye-elections to the House of People/State Legislative Assembly-ensuring transparency – regarding

The Commission has issued detailed instructions regarding the arrangements for counting centers and management of counting process including the security arrangements vide its order number 470/2007/PLN-I dated 11th January 2007.

In order to ensure a higher level of transparency in the counting process, the following arrangements would also be put in place by all District Election Officers and Returning Officers. A copy of these instructions should be given to all the Observers immediately on their arrival so that they have time to familiarize themselves with this and to take action accordingly.

Randomization of counting officials

1. The posting of Counting Supervisors and Counting Assistants must be done randomly in such a way that the counting official come to know of the Assembly Constituency and the table assigned to them only at the time of their arrival at the Counting Center on the day of the counting.
2. The District Election Officers shall issue photo-identity cards to all counting staff . After the Randomization, explained in the following paragraphs is over, the reserve staff would be seated separately in an enclosure within the counting centre campus.
3. The District Election Officer must keep a pool of well trained officials (including the reserved pool) available for counting purposes. The counting officials be directed to reach the counting center at 6 am on the date of counting. As already mentioned in Para 1 above, these officials would not be allotted the Assembly Constituency or the Table number in advance.
4. The Observers and the District Election Officer would assemble at one place for carrying out the randomization at 5 am on the day of the counting. This place may be the NIC center, Counting Center or any other office where the process can be conveniently carried out. The list of trained officials would be provided by the District Election officer to the Observers. There would be two lists, one of Counting Supervisors and another of Counting Assistants and each counting official would be assigned a unique serial or code number which would be so labeled as to indicate clearly the category to which he belongs i.e. whether he is a

Counting Supervisor or a Counting Assistant.

5. The randomization would be carried out either manually or by using a computer. For manual randomization, the senior most Observer present would randomly assign the Constituency and the table number to the counting officials by the draw of lots. This has to be done with the two lists mentioned above separately and independently so that for each of the tables the name of one Counting Supervisor and one Counting Assistant is generated. The District Election Officer would make all prior arrangements to ensure quick and smooth conduct of this randomization process. This would include preparing chits of the unique serial numbers assigned to counting officials and the constituency/table numbers.
6. Alternatively, the District Election Officer may make arrangements for carrying out the abovementioned randomization with the aid of a computer in consultation with the Observers. However, before using a computer aided method the Observers must fully satisfy themselves that the process is free from all errors and that it truly generates the results in a random manner.
7. The District Election Officers would ensure that Videography of the process of randomization is carried out for record.
8. To illustrate it by a practical example, let us assume a district has 10 Ac's, with 14 counting tables each. For this district 154(including 10% reserve) Counting Supervisors and 154 Counting Assistants would be required. These many officials would have been already trained and given codes while issuing the duty orders. On the date of counting at 5 am, these 154 codes each of Counting Supervisors and Counting Assistants, written on individual slips, would be kept in two separate boxes. The senior most Observer, in the presence of District Election Officer and all other Observers would start the randomization process for a particular assembly constituency by randomly picking up one slip each from the two boxes. The Counting Supervisor and the Counting Assistant so picked up on the first set of draws would be assigned table no 1 in that Constituency. This would continue in a similar way till each of the 14 tables are assigned one Counting Supervisor and one Counting Assistant. The same process would then be repeated for other Assembly Constituencies in a similar manner. The officials who are left at the end of this exercise would be treated as part of the reserved pool.
9. Once the randomization process is over, the Constituency wise posting lists, duly signed by the District Election Officer and the Observers would be brought to the Counting Center by the Observers and District Election Officer, in time, to be handed over to the respective Returning Officers and the control room staff by 6 a.m.
10. The counting officials on reaching the control room at the counting center would be provided the posting details and directed to reach the counting hall of the assigned Constituency at the respective table.
11. It must be ensured that the whole process of randomization is over by

6:00 am so that the counting officials are able to reach their assigned position conveniently before the scheduled start of the counting process.

Reserved Pool

12. The officials who have not been assigned any Constituency/table would form a reserved pool.
13. There would be no deployment of officials in shifts as the counting process would normally not take more than 6 to 8 hours. However, the District Election Officers would have the liberty of replacing officials in case such an exigency arises, but this replacement would also be done randomly from the pool of officials in reserve after consulting the Observer of the constituency concerned

Cross checking by the Observers at random

14. As per the instructions issued earlier, after each round of counting, the Returning Officer would do the tabulation of the round based on the table wise result provided by the Counting Supervisors. The table wise result of the round is to be countersigned by the Observer before the Returning Officer announces the result of the round.
15. A system is now being introduced through the present instructions by which there would be a random checking by the Observers, in the manner indicated below, of the table wise results provided by the counting officials.
16. During the course of counting (for a round) the observer shall keep oscillating between counting tables and closely observe the counting process.
17. At the closure of each round, the Observer would randomly select any two EVM control units from amongst the Control units of the concerned round which has been counted. He would then direct the counting staff specifically deployed for this purpose by the Returning Officer/Assistant Returning Officer through **random selection** to independently note down from the Control units selected, the details of the votes polled as indicated by the machine. These details he would then compare with the details provided by the officials in the table wise result to check for any discrepancy between the two. Care must be taken that the staff assigned for random checking is not aware of the details provided in the table wise result.
18. The District Election Officer/Returning Officers would ensure that there is a separate and sufficient space earmarked in the same counting hall for this random cross-checking so that the normal counting of vote for subsequent round continues without any hindrance.
19. The staff to assist the Observer for this cross checking would be randomly

selected from the reserved pool. If required, after a few rounds, fresh staff from the reserved pool should replace this staff.

20. Only after being satisfied that the result displayed by the Control Unit and that shown in the round wise result sheet and Form 17C match would the Observer countersign the result sheet of the round. The Observers would ensure that this exercise is carried out in each round and the selection of the two control units is absolutely random.
21. If any discrepancy is found between the result obtained from the table and that ascertained through the random checking by the observer as mentioned above, then:
 - (i) The result of that round for each table shall be reverified from the EVMs.
 - (ii) Such staff as is found to be wrongly noted the counting result would be taken off and replaced by another set of staff. Severe disciplinary action should then follow on the erring staff for their omissions and commissions.
 - (iii) The result provided by such staff (and table) in the preceding rounds would be checked again in presence of observer and corrected sheets prepared wherever necessary.
22. The counting officials as well as candidates and their counting agents would be informed about this provision of random cross checking to be carried out by the Observers. It would also be informed that any discrepancy found during this randomized cross checking would be viewed seriously by the Commission and could result in serious disciplinary action and prosecution of the responsible officials.
23. The Observers would continuously maintain their presence in the counting hall and periodically inspect the counting tables to ensure that counting is going on according to the instructions of the Commission in a transparent and systematic way.
24. The Observers, in their final report after the counting would specifically mention that the randomization of personnel and the random checking of Control Unit details was carried out as per the instructions of the Commission
25. All District Election Officers and Returning Officers would ensure that these instructions are strictly followed and would make all necessary arrangements for the same.
26. Apart from one Counting Supervisor and one Counting Assistant for each counting Table, one additional staff would be seated in each of the 14 counting tables. The additional staff will invariably be a Central Govt./ Central Govt. PSU employee. This additional staff will note down the details of votes exhibited by the EVMs being counted in each round in that Table. These additional counting staff would be provided with a pre-printed statement on which there will be space for noting down the CU No., Round No., Table No., Polling Station Number and thereafter the names of all the contesting candidates as they appear in the ballot paper.

They will put their signature at the end of the statement and shall hand over the statement to the Observer after each round.

27. The Observer/Returning Officer will cross check the figures noted in Part-II of Form 17C as submitted by the Counting staff with the additional statement submitted by the additional staff.
28. Wherever adequate number of Central Govt. staff are not available, the shortfall will be made good by the Divisional Commissioner by mobilizing the required number of staff from the neighbouring districts within the Division. The additional staff will be given a brief orientation training before being deployed at the counting center as above. The additional staff also will be provided a ID Card by the District Election Officer. The constituency-wise and subsequently Table-wise deployment of such additional staff shall also be done randomly by the Observer.
29. All District Election Officers would ensure that these instructions are given wide publicity amongst the general public, the political parties, candidates, counting officials and other election related officials. It is repeated that a copy of these instructions would be provided to each election Observers immediately upon their arrival in the district.

All concerned will also strictly follow the other existing instructions of the ECI regarding the counting process. A confirmation report shall be submitted by all District Election Officers through Chief Electoral Officers by 5 p.m. of the date, one day prior to the date of counting that all necessary steps have been taken for strict implementation of the above instructions.

PROFORMA FOR RECORDING OF VOTES BY ADDITIONAL COUNTING STAFF

No. and Name of A.C. –

Round No.-

Table No.-

C U Number:

Polling Station Number:

Sl. No.	Name of Candidate (Pre-Printed)	No. of votes recorded

Date:

Signature of Addl. Counting staff (With full name)

*** To be handed over to the Observer only.**

INSTRUCTION SI. No. 81

Election Commission's letter No.470/GJ-LA/2007 Dated : 21st December, 2007 addressed to the Chief Electoral Officer, Gujarat, Gandhinagar

Subject: General Election to Gujarat Legislative Assembly 2007 – counting of votes on 23.12.07 – Full-Proof Security arrangements in the Campus of Counting Center - regarding.

I am directed to invite your attention to the Commission's standing instructions on security arrangements and management of counting process at Counting Centers as contained in its letter No. 470/2007/PLN-I, dated 11th January, 2007. The Commission has further directed that fool-proof security arrangement shall be made inside the Counting Campus. Following should be specially attended to :-

- (i) The Campus of Counting Centers shall be thoroughly sanitized by deploying adequate security forces. No unauthorized person should be allowed in the Counting Campus,
- (ii) Strict discipline should be maintained inside the Counting Campus and no loitering should be allowed inside the Campus,
- (iii) Due care shall be taken to keep a close watch on the counting agents, election agents as well as the candidates,
- (iv) Proper attention shall be paid to the security of the Candidates, Media and other official inside the Counting Campus and
- (v) Appropriate security arrangement shall also be made to maintain law and order immediately after the declaration of counting of votes.

2. The above instruction may be brought to the notice of all the District Election Officers, Returning Officer, Observers and all other election related officers immediately for strict compliance.

INSTRUCTION SI. No. 82

Election Commission's letter No. 470/2008/EPS Dated: 19th January, 2009 addressed to the Chief Electoral Officers of all States and Union Territories.

Subject: Counting of vote for General/Bye-election to the House of People/State Legislative Assembly-ensuring transparency – regarding.

I am directed to refer to the Commission's instruction issued vide letters no. 470/2007/PLN-I dated: 11.01.2007 and 29.08.2007 on the above subject. In para 18 of the Commission's said letter dated: 11.01.2007, it is mentioned that at each counting center the Observer or group of Observers will be provided a separate room or cubicle with table/chairs, a telephone with STD and a fax attached to it. This will be reserved for the exclusive use of the Observers for their communication with the Commission, in strict confidentiality. With the introduction of new Counting System the Commission has decided that all the observers will keep a close watch on the process of counting of votes and compilation of result. The Returning officer before declaring the result of an election shall obtain an authorization for the declaration of result of an election from the observer concerned.

The observers is also required to satisfy himself about the fairness of counting of votes and the total accuracy of compilation of result. For this purpose he has to supervise the round wise counting of votes. The observer also has to choose 2 EVMs at random at the end of each round of counting for parallel verification as stipulated by the Commission. Besides, the Observer's presence is also required during counting of postal ballot. Therefore, it is evident that the role of observer in the present context of counting is very crucial and requires constant vigilance and full time involvement during counting process.

In the light of above, and in order to ensure proper watch over the counting process, the Commission has decided that in future, the Observers shall be provided a table and a chair next to the table of the Returning Officer instead of providing a separate room for them. The seating arrangements of counting supervisors, counting assistants and micro-observers should be made in a sequence. They should not be allowed unnecessarily to roam here and there in the counting hall. Arrangements should be made for getting the information from them and providing material to them.

INSTRUCTION SI. No. 83

Election Commission's letter No. 470/2008/EPS Dated: 19th January, 2009 addressed to the Chief Electoral Officers of all States and Union Territories.

Subject: Counting of vote for General/Bye-election to the House of People/State Legislative Assembly-ensuring transparency – regarding.

I am directed to refer to the Commission's earlier instruction issued vide letters no. 470/2007/PLN-I dated: 11.01.2007 and 29.08.2007 on the above subject.

In para 17 of the Commission's aforesaid letter dated 29.08.2007, it is mentioned that –

“At the closure of each round, the Observer would randomly select any two EVM control units from amongst the Control Units of the concerned round which has been counted. He would then direct the counting staff specifically deployed for this purpose by the Returning Officer/Assistant Returning Officer through random selection to independently note down from the Control units selected, the details of the votes polled as indicated by the machine. These details he would then compare with the details provided by the officials in the table wise result to check for any discrepancy between the two. Care must be taken that the staff assigned for random checking is not aware of the details provided in the table wise result”.

Further, in para 26 of the Commission's aforesaid letter dated 29.08.2007, it is mentioned that the additional staff will note down the details of votes exhibited by the EVMs being counted in each round in that Table in a pre-printed statement on which there will be space for noting down the details. They will put their signature at the end of the statement and shall hand over the statement to the Observer after each round.

The Commission desires that random checking of 2 EVM (control units) after each round of counting should be done seriously by the Observer as per the instructions issued by the Commission. The outcome of said random checking should be confirmed by the observer in the enclosed proforma.(ANNEXURE-I). The Commission further desires that after completion of counting, the observer should send a final report in the prescribed checklist. A copy is enclosed herewith.(ANNEXURE-II).

Kindly acknowledge receipt of the letter.

(ANNEXURE-I).

1. No. and Name of Assembly Constituency-

2. Polling Station No. -

Sl. No	Round No.	Control Unit No.		Table No. Selected for Random Checking	Whether candidate wise votes counted by the counting supervisors/ Assistants and additional staff tally with the votes counted at random checking by the staff drawn from reserved pool by the observer Yes/No	Remarks
		I	II			

(ANNEXURE-II).

Check list of final Report of the observer to be sent to the Commission after counting.

1. Whether arrangements for counting has been done as per the instruction of the Commission's letters No. 470/2007/PLN-I dated. 11.1.2007 and 29.08.2007? (yes/No)
2. If No, what are the discrepancies ?
3. Whether randomization of counting staff was done as per the instruction of the Commission in the morning? (yes/No)
4. Whether pairing of counting supervisor and counting assistant was done as per the instruction of the Commission? (yes/No)
5. Whether Micro-Observer was present? (yes/No)
6. Whether postal ballot papers were counted before the counting of votes in EVM*? (Yes/No)
7. Whether after each round or counting, random checking of 2(two) EVMs was done by the observer? (Yes/No)
8. Whether the figures at random checking done by staff drawn from reserve pool tally with the figures of round wise counting provided by the counting supervisor/counting assistant? (Yes/No)
9. Whether the signature of the counting agents taken in part –II of form 17 C? (yes/No)
10. Whether the total votes shown in part-II of form 17 C tally with the votes counted in EVM? (Yes/No)
11. Whether the counting agents of the candidates were present at the time of counting? (Yes/No)
12. Whether the seating arrangements of the counting agents were done as per the Commission's instruction? (Yes/No)
13. Whether Videography of counting was done ? (yes/No)
14. Whether there was any demand for recounting or re-totalling? (Yes/No)
15. Whether any significant incident occurred during counting of votes? If yes, give details
16. Whether candidates/ counting agents were present at the time of declaration of result? (yes/No)
17. Whether the counting was started in time? If not, give remarks.
18. Total No. of rounds counted in each assembly constituency.

*

No. of postal ballot	No. of postal ballot found invalid for counting

INSTRUCTION SI. No. 84

Election Commission letter No. 470/2009/EPS Dated: 21st January, 2009
addressed to the Chief Electoral Officers of all States and Union Territories

Sub: Counting of Votes – regarding.

In supersession of the Commission's letter No. 470/2003/JS-II dated 25.11.2003, I am directed to state that recent election demonstrated that the victory margin could be as thin as one vote. Therefore, the postal ballot could be the deciding factor at times. When the victory is determined on the basis of the margin earned in postal ballot, there is a scope for controversy as the losing candidate is expected to ask for re-verification of postal ballot.

In view of this, the Commission has directed to adopt the following instructions:-

1. On the counting day, the postal ballot counting will be taken up first and after a gap of 30 minutes, the EVM counting can also start.
2. There should be a separate table and separate arrangement for the counting of postal ballots. The candidate/their election agent shall be advised to nominate a separate counting agent and he may remain present near the table where the postal ballot counting taking place.
3. One Assistant Returning Officer shall be dedicated to handle the postal ballot counting. The Observer and Returning Officer should closely monitor the progress made in postal ballot counting as well as EVM counting simultaneously.
4. Before finalizing the tally of postal ballot counting, the Returning Officer should personally verify whether the postal ballots considered invalid and rejected have been verified properly before being rejected and should satisfy himself about such rejection. He should also personally verify the candidate-wise tally. Objection, if any, raised by an agent of any candidate should be properly looked into then and there so that there is no further scope for any complaint.
5. Under no circumstances, the results of all the rounds of the EVM counting should be announced before finalizing the postal ballot counting.
6. In case, the victory is being decided only on account of postal ballot counting there should be a mandatory re-verification. In the presence of Observer and Returning Officer, all the postal ballot papers rejected as invalid as well as the votes counted in favour of each and every candidate shall be once again be verified and tallied. The observer and Returning Officer shall record the findings of the re-verification and satisfy themselves before finalizing and the result.
7. Whenever such re-verification/recounting is done the entire proceeding should be video-graphed without compromising the secrecy of ballot and the video-cassette/CD should be sealed in a separate envelope for future reference.

The above instructions shall be observed scrupulously.

Kindly acknowledge the receipt of this letter.

INSTRUCTION SI. No. 85

Election Commission letter No. : 470/2009/EPS Dated : 22nd January, 2009 addressed to the Chief Electoral Officers of all States and Union Territories

Sub.: General Election to Lok Sabha-2009 – Setting up of counting centres – Seeking written approval of the Commission -Regarding.

I am directed to invite your attention to Commission's letter No. 470/2007/PLN-I, dated 11th January, 2007, on the subject cited and to state that in view of the forthcoming general election to the Lok Sabha, an exercise of inspection/verification for setting up of counting centres may be carried out immediately. The Returning Officer should personally inspect the site(s) alongwith the senior police officers of the district. While selecting the sites for setting up of counting centre(s), the Returning Officer may assess the suitability with regard to infrastructure available in the town area, maintenance of law & order aspects etc.

2. After inspection and selection of the site(s), the proposals of setting up of counting centres should be sent to the Commission for its approval immediately after withdrawal of the candidatures.

3. The proposal for setting up of counting centres should be furnished alongwith the following information/particulars –

- i) List of counting centres in the enclosed Annexure-I,
- ii) Information Sheet on Counting Centres in the enclosed Annexure - II,
- iii) Map of each Counting Centre, and
- iv) Map (*indicating the location of counting centres*) of Parliamentary Constituency(s) with assembly segments falling within it and the district or districts in which it is spread over.

2. This may be brought to the notice of all the District Election Officers/Returning Officers and other election related officers for necessary action and strict compliance.

ANNEXURE - I

LIST OF COUNTING CENTRES

NAME OF THE STATE/U.T.:

[illegible]

Signature _____
Name of Chief Electoral Officer : _____
State/UT _____

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D	Verification Report of R.O.	(a)	Date of Verification:
	(b) Remarks/Recommendations (covering the aspect of law and order, security, public address system, media and place for crowds etc.):		
	Place :	Signature:	
	Date :	Name of Returning Officer : (with stamp)	
E.	For use by CEO		
	Remarks		
	Place :	Signature :	
	Date :	Name of Chief Electoral Officer : State/ UT :	

INSTRUCTION SI. No. 86

Election Commission's letter No. : 470/2009/EPS Dated : 22nd January, 2009 addressed to the Chief Electoral Officers of all States and Union Territories.

Sub.: General Election to Lok Sabha-2009-Counting of Votes – Role of Commission's Observers – Regarding.

I am directed to invite your attention to section 64 of the Representation of the People Act, 1951 which provides that at every election where a poll is taken, votes shall be counted by, or under the supervision and direction of, the returning officer. Each contesting candidate, his election agent and his counting agent shall have a right to be present at the time of counting. Similarly, section 20-B of the RP Act, 1951 (*ibid*) provides the following:-

(1) The Election Commission may nominate an Observer who shall be an officer of Government to watch the conduct of election or elections in a constituency or a group of constituencies and to perform such other functions as may be entrusted to him by the Election Commission.

(2) The Observer nominated under sub-section (1) shall have the power to direct the returning officer for the constituency or for any of the constituencies for which he has been nominated, to stop the counting of votes at any time before the declaration of the result or not to declare the result if in the opinion of the Observer booth capturing has taken place at a large number of polling stations or at places fixed for the poll or counting of votes or any ballot papers used at a polling station or at a place fixed for the poll are unlawfully taken out of the custody of the returning officer or are accidentally or intentionally destroyed or lost or are damaged or tampered with to such an extent that the result of the poll at that polling station or place cannot be ascertained.

(3) Where an Observer has directed the returning officer under this section to stop counting of votes or not to declare the result, the Observer shall forthwith report the matter to the Election Commission and thereupon the Election Commission shall, after taking all material circumstances into account, issue appropriate directions under section 58A or section 64A or section 66.

2. The Observers nominated by the Election Commission and deployed in the concerned constituencies during the election process, have been provided special responsibility to oversee and supervise the counting process under the statutory provisions as referred to above. They have also been empowered to stop the counting process at any time before the declaration of result or may direct the Returning Officer/Assistant Returning Officer not to declare the result under difference circumstances as envisaged in the law.

3. I am, therefore, directed to state that in cases where the Observer orders to stop the process of counting, a detailed report in the matter shall be furnished forthwith to the Commission by the Observer and Returning Officer concerned either jointly or separately for seeking appropriate orders of the Commission.

4. This may be brought to the notice of all the Returning Officers and all other election related officers for their information and compliance.

INSTRUCTION SI. No. 87

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

No. 464/INST/2009-EPS

Dated: 18th March, 2009

To,

The Chief Electoral Officers of
All States and Union Territories

Sub: General Election to Lok Sabha – 2009 – Rationalization of Counting Centres – regarding.

Sir,

I am directed to invite your attention to the Commission's earlier letters No. 470/2007-PLN-I dated 11.01.2007 & 29.08.2007 & letter No. 470/2008/EPS dated 19.01.2009 (copy enclosed). The conduct of election in a vast country like ours is a mammoth exercise. An efficient human resource management forms an essential part of the election management planning and execution. In view of the introductions of new counting system, the Commission vide its letter No. 47/2008/EPS dated 19.01.2009, has decided that all the Observers will keep a close watch on the process of counting of votes and compilation of result. The Observers are also required to satisfy themselves about the fairness of counting of votes and accuracy of compilation of result, and put their authorization before the declaration of the result to the concerned Returning Officer. For this purpose, they have to supervise the round wise counting of votes. The Observers also have to choose 2 EVMs (control units) at random at the end of each round of counting for parallel verification as stipulated by the Commission. Besides, the Observer's presence is also required during counting of postal ballot. In order to monitor the process with such accuracy, it is, therefore, essential to rationalize the Counting Centres so that the Observer need not oscillate between two or three Counting Centres, and there is no trade off between the time taken to declare the result and the number of Observers. There are States where counting is being done at each assembly/assembly segment level while there are States where it is done at the District Headquarter or PC/ROs Headquarter. There is a possibility of counting for a few assembly segments coming under parliamentary constituency being counted in one location, and the rest in other locations. In view of the limited availability of Observers, the practice of taking up assembly segment wise counting at different locations should be resorted to only in rare case where that is absolutely needed in view of certain limitations, faced due to

difficult terrain, long distances and difficult transport system. It is desirable to have one large Counting Centre, with ample storage space for EVMs and having as many Counting Hall as the number of Assembly Constituencies within the Parliamentary Constituency concerned. To the extent possible, Counting Centers should be established at district Head Quarters only in order to economise counting time, if the space is available, a counting all can be allowed to set up tables upto 25 in number. However, specific proposal should be made to the Commission for the purpose. As per the Commission's aforesaid letter dated 11.01.2007, if the total number of Halls is less than the total number of Assembly segments of a Parliamentary Constituency, the sequence of counting will be as per the ascending AC numbers. This, if there are seven such AC segments in a PC and only three Halls, then segments with the three lowest serial numbers will be taken up for counting in the three Halls available. As soon as counting is completed in respect of one Assembly Segment in a particular Hall and after necessary clearance of the Hall, counting for the next AC pre-allotted to the hall will be taken up therein. Under no circumstances, more than one AC segment will be taken up for counting simultaneously, inside one Hall, and, under no circumstances, Electronic Voting Machines (or Ballot papers) of more than one AC segment will be physically available for counting purposes inside one Hall at any time. The places where one such large Counting Centre is not available to accommodate all EVMs of the Parliamentary Constituency, the counting may be carried out in two or more Counting Centers restricted to the number of Observers available.

This disposes off the clarification sought by CEO, Kerala.

Yours faithfully

(SUMIT MUKHERJEE)

INSTRUCTION SI. No. 88

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001.

No.464/INST/2009-EPS

Dated: 7th May, 2009.

To

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

**Subject:- General Election to Lok Sabha 2009 – Rationalisation of Counting
Centres – regarding.**

Sir,

Kindly refer to the instructions issued vide Commission's letter of even number dated 18th March, 2009, inter alia, that the Observers will satisfy themselves about the fairness of counting of votes and accuracy of compilation of result and will also have to choose 2 EVMs (Control Unites) at random at the end of each round of counting for parallel verification.

2. The Commission has also directed that there shall be one Govt. of India official on every counting table as counting micro observer for counting purpose. The micro-observer checks and ensures that the purity of counting process is maintained and the results at each table are correctly tabulated.

3. The Commission has permitted that the observer may deploy an additional micro-observer for each of the Counting Halls under the Observer to undertake the random parallel checking of any 2 EVMs/tables in every round of the counting and to report to the observer.

Yours faithfully,

**(SUMIT MUKHERJEE)
UNDER SECRETARY**

Annexure for Tabulating Trends/Results

Number & Name of Constituency_____ **Round**
Number_____ **Date**_____

Table No.		1	2	3	4	5	6	Total	Brought from Previous Round	Cumulative Total
Polling Booth No.	(To be pre-filled)			
Control Unit No.	(To be pre-filled)	(To be pre-filled)			
Number of Electors assigned to the polling Station										
Sl. No.	Name of Candidate									
Rejected Votes										
Total Votes Polled										
	Initial of RO	Initial of RO	Initial of RO	Initial of RO	Initial of RO	Initial of RO	Initial of RO	Initial of RO		
	Initial of Observer	Initial of Observer	Initial of Observer	Initial of Observer	Initial of Observer	Initial of Observer	Initial of Observer	Initial of Observer		

Important:

1. All Over writings/cutting should be certified by observer.
2. Polling station Number whose votes are counted should be indicated below the table Number.
3. The EVM (CU) no. used in the polling station will be specifically verified and tick marked by the RO from Part II of 17C.
4. A copy of this is to be kept by observer in a separate folder for cross checking later.

INSTRUCTION SI. No. 89

Election Commission's letter No. 470/INST/2009/EPS Dated: 8th September 2009 addressed to the Chief Electoral Officers of all States and Union Territories.

Subject: Counting Centers Arrangement thereat – including security arrangements – regarding

I am directed to invite your attention to para 27 of the Commission's letter No. 470/2007/PLN-I dated 11.01.2007 on the subject cited above and to say that the Commission has slightly modified the proforma for tabulating round-wise counting (round wise tabulation sheet) as annexed hereto. Since the list of Control Units allotted to each polling station is shared with all candidates and is already available with the RO, the Control Unit No. and number of electors assigned to the polling station shall be filled up in advance in the round wise tabulation sheet.

2. On the counting table, the counting supervisor will verify and record on Form 17C-Part II itself that the serial no. of the control unit taken up for counting is the same as what is noted on the Part-I of Form 17C. In the case of EVMs procured in 2006 and thereafter, the C.U. will itself display its serial no. as soon as its power is switched on. The Micro-Observers will also note down the Serial No. of the Control Unit on the sheet maintained by him/her. If any discrepancy is noted, this should be brought to the notice of the RO and the Observer before counting the votes recorded in that Control Unit.
3. When Individual counting sheets (Form 17C-Part II) from counting tables will come to RO's table for filling up the round-wise tabulation sheet, the RO & the Observer will ensure (by tick marking) that the pre-filled serial number of CU noted down in the round-wise counting sheet is the same as mentioned in Part I of Form 17C as well as the control unit number actually verified/displayed during counting at the table.
4. Extreme care will have to be taken by the RO to ensure that there are no errors in the list of polling station wise CUs shared with the candidates. Any anomaly will create doubt and confusion in the counting hall. In case any EVM had to be replaced during the poll, proper record of the same along with the serial number of the new control unit used shall be maintained and the fact mentioned clearly with full details in the round-wise counting sheet.
5. This shall be brought to the notice of all concerned for strict compliance. Further, all concerned will also strictly follow the other existing instructions of the Commission regarding counting process.

INSTRUCTION SI. No. 90
ELECTION COMMISSION OF INDIA
NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001.

No.464/INST/2010/EPS

Dated: 28th July, 2010

To,

The Chief Electoral Officers of
All States and Union Territories.

Subject: Use of School/College/Educational Institution premises for the purpose of elections and setting up of Strong Room/Counting Centre – regarding.

Sir/Madam,

Under sub-section 1 (a) of section 160 of the Representation of the People Act, 1951, the premises should be requisitioned only if it is "needed or to be needed for the purpose of being used as polling stations or for storage of ballot boxes after a poll has been taken".

2. It has come to the notice of the Commission that the District Authorities requisition the premises of School/College building for the purpose of setting up of polling station/Counting Centres and Strong Rooms for storage of EVMs and do not properly compensate for the damages to School Authorities or do not keep in view the larger societal duties in view. Further, personnel on duty do not take attention to keep the premises clean, which may have an adverse impact on students or educational institutions.

3. The Commission has considered the matter and has directed that the State/ district authorities before requisitioning School/College buildings or any other building for the purpose of setting up of Polling/Counting Centres, Strong Rooms for storage of polled EVMs, should keep larger societal duties in view and explore the possibilities for the availability of other suitable alternatives building/premises so that the educational institutions are least affected or the purpose for which the building has been constructed, keeping in view the larger societal needs is not defeated. Accordingly, the District Election Officers should personally take care of the aforesaid instructions before establishing "Counting Centres" and "Strong Rooms" for polled EVMs and ensure that large societal duties are not forgotten or given complete go by even where alternatives are available.

4. You are, therefore, requested to bring the above instructions to the notice of District Election Officers and ensure that these are strictly complied.

Yours faithfully,

(SUMIT MUKHERJEE)
UNDER SECRETARY

INSTRUCTION SI. No. 91

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No.51/8/7/2010-EMS

Dated: 20th November, 2010

To

**The Chief Electoral Officers
Of All States & Union Territories.**

**Subject: Action to be taken in case of malfunctioning of Electronic Voting
Machines (EVM) during counting of votes.**

Sir,

I am directed to state that the Commission has advised that the following action to be taken in case of malfunctioning of EVM during counting of votes during General Election/Bye elections: -

- a. In case any Control Unit does not display result, it should be kept back inside its carrying case and then be kept in the Returning Officer's custody in the counting hall. Counting of votes in other machines should continue as usual.
- b. When counting of votes in other machines is complete, the Returning Officer and Observer should see whether the margin of votes between the first candidate and the runner up is more or less than the votes polled in the malfunctioned machine (s).
- c. In both the cases where the margin of votes is more or less than the total votes polled in the malfunctioned machine (s), the Returning Officer should try to retrieve the result from this machine, with the help of engineers of BEL/ECIL, using Auxiliary Display Unit (ADU) in the presence of candidates or their election agents. If the result can be retrieved by using an ADU, the result of the election can be declared accordingly. In such a case, the Returning Officer and Observer should send a detailed report to the Commission in the format mentioned at Annexure-A.
- d. In case it is not possible to retrieve the result from the malfunctioned machine even by using ADU, then the returning officer should try to retrieve the result from the machine by taking a print out of the result with the help of engineers of BEL/ECIL. If the result can be retrieved by using a printer, the result of the election can be declared accordingly. In such a case, also the Returning Officer and Observer should send a detailed report to the Commission in the format mentioned at Annexure-A.
- e. If the result from the malfunctioned machine can not be retrieved even by using

printer, the matter should be referred by the Returning Officer to the Commission for its decision and action may be taken as per the direction of the Commission. In such a case, the Returning Officer and Observer should also send a detailed report to the Commission in the format mentioned at Annexure-B, where the margin of vote between the candidates having highest vote and the runner up is more than the votes polled in the malfunctioned EVM, and in Annexure – C where such margin is less. In no case the machine should be opened, or its outer or inner seals disturbed in any manner. There should be no attempt to repair the machine. Replacement of any parts of the EVM in the field level is strictly forbidden.

f. After completion of counting, all the Control Units whether result has been retrieved from it or not should be kept back inside their respective carrying cases. The carrying cases should then be sealed once again. The Returning Officer and Observer should put their signatures on the seal. All candidates and their election agents should also be allowed to put their signature on the seal. The Control Unit should be then kept in the strong room (s).

Yours faithfully,

(K.N. Bhar),
Secretary.

Copy to

- | | |
|--|---|
| 1. The Chairman-cum-Managing Director,
Bharat Electronics Limited,
Limited, Nagavara, Outer Ring Road,
Bangalore-560045, Karnataka. | 2. The Chairman-cum-Managing Director,
Electronics Corporation of India
Hyderabad, Andhra Pradesh |
|--|---|

Annexure-A

(Report on retrieving result from Control Unit by using Auxiliary Display Unit/Printer)

Name of State/UT: Name of District: Name of election: Number & Name of Assembly/Parliamentary Constituency: Date of Counting:

It is certified that the result has been retrieved from the following malfunctioned Control Unit (s) by using Auxiliary Display Unit/Printer in the presence of the contesting candidates/their counting agents. The result of the election has been declared taking into consideration the result from this machine as well.

Sl.No.	Unique ID No. of Control Unit	Detailed report	No of votes polled in the malfunctioned Control Unit as per Form 17 C

Final statement showing votes polled by the winning and runner up candidates

(Name &signature of Returning Officer)

S.No	Name of candidate	Party affiliation, if any	Votes polled
1.			
2.			

(Name & Signature of Observer)

Annexure-B

(Report on non-retrieving of result from Control Unit by using Auxiliary Display Unit/Printer)

Name of State/UT: Name of District: Name of election: Number & Name of Assembly/Parliamentary Constituency: Date of Counting:

It is certified that the result could not be retrieved from the following malfunctioned Control Unit (s) even by using Auxiliary Display Unit and Printer.

Sl.No.	Unique ID No. of Control Unit	Detailed report	No of votes polled in the malfunctioned Control Unit as per Form 17 C

Statement showing votes polled by the winning and runner up candidates

S.No	Name of candidate	Party affiliation, if any	Votes polled
1.			
2.			

As the margin of votes between the candidate having highest votes and the runner up is more than the votes polled in the malfunctioned Control Unit (s) mentioned above, the matter is being referred to the Commission for permission to set aside the votes polled in the said Control Unit (s) and to declare the result.

(Name & Signature of Returning Officer)

(Name & Signature of Observer)

**Annexure-C (Report on non-retrieving
result data from Control Unit by using Auxiliary Display Unit and Printer)**

**Name of State/UT: Name of District: Name of election: Number & Name of
Assembly/Parliamentary Constituency: Date of Counting:**

It is certified that the result could not be retrieved from the following Control Unit (s)
even by using Auxiliary Display Unit and Printer.

Sl.No.	Unique ID No. of Control Unit	Detailed report	No of votes polled in the malfunctioned Control Unit as per Form 17 C

As the margin of votes between the candidates having highest votes and the runner up
is less than the votes polled in the malfunctioned Control Unit (s) mentioned above, the
matter is being referred to the Commission for appropriate orders.

Statement showing votes polled by the candidates having highest vote and runner up

S.No	Name of candidate	Party affiliation, if any	Votes polled
1.			
2.			

(Name & Signature of Returning Officer)

(Name & Signature of Observer)

INSTRUCTION SI. No. 92

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No. 470/BR-LA/2010

Dated 22nd November 2010

To

The Chief Electoral Officer,
Bihar, Patna

**Subject:- General election to Bihar Leg. Assembly 2010- counting of votes
regarding-**

Sir,

I am directed to refer to Commissions letter No.470/2008/EPS dated 19th January 2009 regarding counting of votes for General/Bye election to the House of the People/Legislative Assembly. In addition to the measures prescribed therein for ensuring transparency of counting of votes, the Commission has directed that the following additional measures/steps shall be strictly followed for the counting of votes :-

- (1) The Computer and the table used for entering the data of counting of votes shall be kept in the same Hall where the counting is being held. In case the computer cannot be placed in the counting hall, the Observer's certification shall be taken and in that case the Observer will decide the alternative location.
- (2) At the computer table one counting agent candidates will be allowed to be seated.
- (3) In addition one micro-observer shall also be present at the computer table
- (4) The manual tabulation data of each round of counting at each table shall be signed by the Observer.
- (5) Thereafter the said data shall be entered in the Excel Sheet in the Computer and a print-out of the same shall be taken out and compared by the Observer and will also be signed by the Observer.
- (6) A copy of the same shall be given to the Counting Agents of the candidates of each of the contesting
- (7) The above process shall be repeated for each round of counting
- (8) Before the final result sheet is signed by the Returning Officer, the Observer shall check the entries relating to each round of counting entered in the Computer excel sheet with the signed print-out sheets and verify the same.

(9) Thereafter, the Returning Officer shall sign the final result sheet and declare the result after following the procedure.

This may be brought to the notice of all the Returning Officers, Assistant Returning Officers, Counting Supervisors and the Observers immediately for compliance. This may be also brought to the notice of all the candidates by the Returning Officers concerned.

Yours faithfully,

(HARBANS SINGH)
UNDER SECRETARY

INSTRUCTION SI. No. 93

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No. 470/BR-LA/2010

Dated 22nd November, 2010

To

The Chief Electoral Officer,
Bihar, Patna

Subject:- General election to Bihar Leg. Assembly 2010- counting of votes - reg

Sir,

I am directed to refer to Commission's letter of even number dated 22nd November, 2010 on the subject cited and to state that it has been stipulated therein that one micro observer shall be present at the computer table. It is further directed that this micro observer shall be drawn from the Public Sector Banks. The Commission has also directed that there shall be one micro observer at the Returning Officer's table in the counting halls of all the Assembly Constituencies who shall also be drawn from the Public Sector Banks . This may be brought to the notice of all District Election Officers Returning Officers and Observers for compliance.

Yours faithfully,

(HARBANS SINGH)
UNDER SECRETARY

INSTRUCTION SI. No. 94

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No. 470/BR-LA/2010

Dated 23rd November, 2010

To

The Chief Electoral Officer,
Bihar, Patna

Subject:- General election to Bihar Leg. Assembly 2010- counting of votes - reg

Sir,

I am directed to invite your attention to the instructions contained in Commission's letter No. 470/2007-PLN-I dated 11th January, 2007 on the subject cited. It has been stipulated at para 36 thereof that before the Returning Officer declares the result of the election, he/she shall obtain an authorization for declaration of the result from the Observer concerned. A format of such authorization has also been prescribed therein. The Commission has reiterated the said instructions and has directed that it must be ensured that the Returning Officers should obtain such written authorizations from the Observers for the declaration of the result, before declaration the result. This should be brought to the notice of all District Election Officers Returning Officers and Observers for compliance.

Yours faithfully,

(HARBANS SINGH)
UNDER SECRETARY

INSTRUCTION SI. No. 95

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001.

No.470/INST/2011/EPS

Dated 4th March 2011

To,

The Chief Electoral Officers of
All States and Union Territories.

**Subject: Counting Of Votes- Videography of proceedings at each
counting table and display thereof on the display panel – Reg.**

Sir/Madam,

I am directed to invite your attention to Commission's instruction No.470/2011/EPS dated 11.01.2007 regarding arrangements to be made at the counting centers and management of the counting process. To ensure greater transparency, the Commission has further directed that one separate video camera, for each table at the counting center should be provided which shall record all displays on the display panel of EVM from the beginning till the end of counting continuously in such a manner that the matters displayed on the display panel are easily readable from the recording. The CDs of this video recording should be kept in the safe custody of District Election Officer (DEOs). For each counting table, **there should be electronic display screen (Television Monitor) to facilitate enough space and clear visibility to the counting agents. While the video camera is recording the matter displayed on the EVM, the matter should be simultaneously displayed on the television screen for the counting agents to watch and note.**

This may be brought to the notice of all concerned.

Yours faithfully,

SUMIT MUKHERJEE
(UNDER SECRETARY)

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001.

No.464/INST/2011/EPS

Dated: 19th March 2011

To,

The Chief Electoral Officers of

1. Assam, Dispur
2. West Bengal, Kolkata
3. Kerala, Thiruvananthapuram
4. Tamil Nadu, Chennai
5. Puducherry, Puducherry

Subject: - General Election to the State Legislative Assembly to West Bengal, Tamil Nadu, Assam, Kerala and Puducherry – regarding.

Sir/Madam,

The Commission vide its letters No. 464/INST/2009/EPS dated 12th May, 2009 issued detailed guidelines regarding security and safety measure for EVM in Strong Room (copy enclosed).

Now the Commission has reviewed the matter and has decided as under: -

- 1. In addition to deployment of CPF, State police force shall also be deployed in adequate number for each hall of the strong room to guard the Strong Room containing polled EVM and election related documents.**
- 2. As per Standing Instructions it is reiterated that Video Cameras or CCTV Cameras should be installed outside the strong rooms and such video recordings should be kept in safe custody.**

This should be brought to the notice of all concerned.

Yours faithfully,

(SUMIT MUKHERJEE)
UNDER SECRETARY

INSTRUCTION SI. No. 97

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No. 470/TN-LA/2011/SS-I/

Dated: 05th May, 2011.

To

The Chief Electoral Officers,
1. Tamil Nadu, Chennai.
2. West Bengal, Kolkata
3. Kerala, Thiruvanthpuram
4. Assam, Dispur
5. Puducherry, Puducherry

Sub: Arrangements for counting - regarding.

Sir,

The Commission's instructions for counting of votes are detailed below:

PREPARATION OF COUNTING SPACE

1. The counting of votes will be done at Counting Centres comprising one or more Counting Halls. Each Counting Hall shall be a separate room walled on all sides preferably with separate exit and entry facilities.
2. Each Counting Center will have a distinct number and within that, each Hall will have a distinct number.
3. Where pre-constructed separate rooms are not available but large rooms are proposed to be divided for creating Halls, each part constituting a Hall will be separated by temporary partitions. These partitions will be of strong material, preferably CGI sheets. Where the owners of the Building have objections to dig holes on the floor, a suitable rigid frame, with CGI sheets fixed on two sides, may be used. The point to be ensured is that after the necessary partitioning, each Hall is an independent room walled on all four sides. It should not be possible for anybody to move from one Hall to another without coming out of the Hall. Further the partition should be so erected that it should be impossible to slip any material from one Hall to the other through the partitions. On both sides of the partitions, guards should be posted to ensure that the partitions are not disturbed.
4. Each Hall, will be used for counting for only one Assembly Constituency/Segment at a given point of time. However, if sufficiently big halls are not available, then the counting of one assembly constituency / segment may be taken up in two Halls. Counting in two halls should be considered only if the size of the Hall does not

allow placing of more than 8 tables (including the table of the RO/ARO). In exceptional cases where the size of the electorate in an Assembly segment is unusually large, counting may be taken up in two Halls with a maximum of 15 tables each in each Hall for that Assembly constituency / segment. All such cases will be personally scrutinized by the DEO and the Observers after taking into account all relevant factors such as number of candidates, number of counting agents etc.

5. In cases where two Halls are being used to count an Assembly segment the Polling Station numbers will be pre-allotted to the two Halls (each room being one separate Hall) in advance.

6. Assembly Segments must be pre-allotted to Halls and this allotment made known to all concerned in advance.

7. In the counting area, a maximum of 14 counting tables (excluding the Table of Returning Officer) should be placed inside a Hall. Important considerations for deciding on the number of counting tables would be the number of Polling Stations, size of the room, the number of counting agents and candidates, and the total number of counting personnel proposed to be deployed and the security aspects. The counting tables should be placed against the barricade of woodblock and wire-mesh behind which the counting agents of candidates shall sit/ stand. The agents shall not have physical access to the EVM but must be able to clearly see and note the contents on the monitor/EVM display panel.

8. The upper limit of 14 counting tables (excluding the Table of Returning Officer) in a counting HALL can be increased only with prior written approval of the Commission. A lower limit may be fixed taking into account all relevant factors.

9. The RO's table shall be in the counting hall itself. It should be a separate table with a demarcated area. Candidates and their Election Agents will also be seated on this table and watch the counting proceedings. However from the RO's table, they shall not be allowed to access the counting tables on the inner side of the wire-mesh.

10. Similarly the table and the computer on which the computation and compilation of data from each table at the conclusion of a round shall be done shall be in the counting hall alongside the RO's table where the candidate/agent will also be seated. Under no circumstance it will be in any other room. In case the table is a separate one from RO's table then one additional counting agent besides a micro-observer shall be allowed to sit on that table.

11. Each counting table shall have one separate video camera/webcam which shall record all contents displayed on the display panel of the EVM from the beginning to the end of counting continuously in a CD. For each counting table this video/webcam should be connected to an electronic display screen (Monitor) to facilitate clear visibility of the

contents on display panel of EVM to the counting agents. In other words, while the video camera is recording the matter displayed on the EVM, the display matter should simultaneously be projected on Monitor for counting agents to watch and note.

11A. The web-cam/video cameras should be fixed on a stand and the place where Control Unit(CU) has to be kept should be marked with a marker pen so that after each round of counting when the fresh set of CUs are brought, the readjustment of webcam/video camera is not required. The webcam/video camera should be positioned in such a way that these do not hinder the view of display panel of CUs for the 3 candidates and their agents. The power cable for webcam/video camera etc. should run along the barricades/wire-mesh in such a way that no official or any other person is required to overstep the cable.

11B. Small placards should be prepared in advance indicating AC no. & name, PS no. and date of counting of votes, These placards should be placed before the each CU correctly so that CU is identified at a glance to which PS and which AC belongs to.

12. In addition, in each counting hall there shall be a sufficiently large blackboard/whiteboard on which the candidate's name and round number will be prewritten (since the numbers of rounds are already planned). After every round, once the Observers have certified, the results of that round should be written on that board. ONLY after that the EVMs for next round shall be brought from the strong room to the counting hall.

13. The Counting Halls, including partitions as planned, should be got ready at least three clear days ahead of the date of counting and a report sent by each RO to the CEO. CEOs shall send a consolidated report to the Commission.

14. CEOs, during their tours, will specifically review arrangements proposed and inspect as many counting centers as possible.

15. The Observers of the Commission will undertake detailed inspection of counting centers during their visit and ensure that the counting Halls have been planned as per the above instructions and Assembly segments have been accordingly pre-allotted to each Hall. They will send a specific report on this to the Commission. They should also obtain relevant drawings of each counting centres and keep it as a part of the record for their final report.

16. A system of receiving counting related information and complaints in the CEO's place should be set up. For this purpose the CEO's control room helpline nos. 1965 should be properly briefed and activated 72 hours in advance. This arrangements should be advertised through newspapers radio and other media means.

SECURITY ARRANGEMENT

17. There should be smooth flow of EVMs between the respective strong rooms and the counting halls. A proper barricading of the path used for transporting EVMs between the strong room of an AC and the counting hall for that AC should be done so that the transportation is not interrupted by the presence of non-officials and media persons. No unauthorized persons should be able to breach that barricade and access the area/path nor should the path of two different ACs crisscross.

18. 100 meter periphery around a counting premise/campus should be demarcated as „pedestrian zone“. No vehicles shall be allowed within this perimeter. Proper barricading of this demarcated zone should be done and the alighting point (same as the pedestrian entry point) clearly made out by providing an entry gate into the premise. If a public road cuts across such sanitized zone, then proper traffic diversion plan should be prepared in advance for the counting day.

19. Three tier cordoning system should be set up in all counting premises to prevent the entry of unauthorized persons inside the counting premises. The first and the outer cordon shall be at the start of the „pedestrian zone“. At this level adequate police force should be stationed to check the identity of the persons wanting to go in. No person without authorized photo identity card duly issued by the Election Commission/ District Election Officer displayed on his person, shall be allowed to cross the first cordon of the counting premise. A senior Magistrate shall be posted at the entrance to control crowd and regulate entry.

20. The second and the middle cordon will be at the gate of the counting campus/premise. This will be manned by the State Armed Police. Before allowing the entry of persons whose identities have been established by means of identity card to the second cordon, proper frisking should be made by the security personnel to ensure that no prohibited items like matchbox, arms etc. are carried inside. The frisking shall be done by state police force personnel only. Women shall be frisked only by women police personnel/women Home Guards. The forces responsible for enforcing second cordon shall also ensure that no one is loitering outside the counting halls and using mobile phones or other communication equipment (mobile etc can only be used from designated rooms arranged for the purpose by the DEOs at the counting centres)

21. The third and the inner cordon shall be at the door of the counting hall. This will be manned largely by Central Armed Police Forces (CAPF). There will be frisking arrangements at this stage too to ensure that no mobile phones and other prohibited items are carried inside the counting hall.

22. No camera – still or video of the media (except the official video at each table and for officially recording the entire counting process) is allowed to be fixed inside any counting hall. No camera stand should therefore be allowed to be taken inside counting halls by media and journalists. Hand held cameras can be allowed to the authorized ECI pass holders. Further, while taking audio visual coverage of the counting process with camera carried in hand or on shoulders by the media/press, under no circumstances, the actual votes recorded on an individual EVM or ballot papers is to be photographed or covered by audio visual coverage. The exact location up to which the, still and video camera of the media and press can move, should be indicated by the Returning Officer in advance marked by a line or a string for guidance of all concerned.

23. All entry at all times however, is subject to the over-all requirement of maintenance of law and order, proper decorum and the conduct of peaceful counting.

COMMUNICATION FACILITY

24. At each counting center there shall be a communication room for the officials with table/chairs, a telephone with STD, a fax, computer with printer and internet facility attached to it. A hotline, wherever possible, should be provided with CEO. A senior officer should be deployed in this communication room. A separate space/cubicle reserved for the exclusive use of the Observers should also be provided for their communication with the Commission, in confidentiality.

25. Media centers have to be set up at each Counting Centre. As far as possible, a separate room of adequate size should be set apart for these centers and reasonable facilities like telephone, fax, data communication network etc have to be provided. Each returning Officer is required to exclusively deploy one senior officer to be in charge of the Media Centre, preferably from the Public Relations Department. It is important that adequate number of officers/officials are available to assist the officer in charge of the Media Centre at each counting center so that they can escort the media groups in small manageable numbers to visit counting halls from time to time. Such visits are to be of short duration only. All such visits will be escorted visits conducted by officers identified and earmarked for this purpose in advance. In the media room, adequate arrangements shall be made to keep the mobile phones safely because the mobile phones shall not be allowed to be taken inside the counting halls. Use of mobile phones and other communication equipment shall be allowed from the media center. Mobile phones shall not be used from anywhere else within the campus.

26. Since nobody (not even the candidate or RO/ARO etc) except the Observer shall be allowed to carry a mobile phone inside the counting hall, the DEOs and ROs will also arrange another room for the candidates, their agents etc to make use of their mobile phones in case of any need. Public Communication Room should also provide for a

senior officer and arrangements for safe-keeping of the mobiles etc of the candidates and their agents/representatives.

COUNTING PROCEDURE

Counting of Postal Ballot Papers

27. As per the requirement of rule 54A of C.E. Rules, 1961, the postal ballots shall be taken up for counting first at the Returning Officer's table. One Assistant Returning Officer shall be dedicated to handle the postal ballot counting. The Observer and Returning Officer should closely monitor the progress made in postal ballot counting as well as EVM counting. No cover „B“ in Form 13-C containing a postal ballot paper, received late after the time fixed for the commencement of counting will be opened and counted and a suitable endorsement to that effect on the cover in Form 13-C will be made on each such cover received after the commencement of counting. Thereafter these Covers in Form 13C will be put into a larger cover and sealed. The Observer and RO should closely monitor the postal ballot counting. Before finalizing the tally of postal ballot counting the RO should personally verify whether postal ballots considered invalid and rejected have been verified properly before being rejected. Candidate wise tally should also be verified by RO and any complaint raised by any agent should be properly inquired. Observer must oversee the entire procedure.

28. All postal ballots received till the time fixed for commencement of counting of votes shall be opened for counting. For counting of the postal ballots following points must be scrupulously followed –

28.1 All cover „B“ in Form 13-C containing postal ballot papers, which were received in time by the Returning Officer, are opened one after another.

28.2 On opening the cover "B" in Form 13C, two documents are required to be found inside. The first is the declaration by the voter in Form 13-A and the second the inner cover „A“ (Form 13-B) containing the postal ballot paper. Before opening the cover „A“ containing the postal ballot paper, the Returning Officer must check the declaration (Form 13-A). He will reject a postal ballot paper without opening its inner cover (Form 13-B) in any of the following cases:

- (a) if the declaration in Form 13-A is not found inside the cover „B“ in Form 13-C;
 - (b) if the declaration has not been duly signed by the elector or has not been duly attested by an officer competent to do so or is otherwise substantially defective;
 - (c) if the serial number of the ballot paper appearing on the declaration in Form 13A is different from the serial number as endorsed on the inner cover „A“ in Form 13-B.
- 28.3 All such rejected covers "A" in Form 13-B containing the Postal Ballot Paper should be suitably endorsed by the Returning Officer or the dedicated ARO, and will be replaced

back with the respective declaration in the larger covers "B" in Form 13-C. All such larger covers „B" will be kept in a separate packet, which will be sealed by the Returning Officer/ARO concerned, and full particulars, such as the name of the Constituency, the date of counting and a brief description of the content will be noted thereon for identifying the packet.

28.4 Thereafter, the Returning Officer/ARO will proceed to deal with the remaining covers „A" in Form 13-B, i.e., other than those rejected as aforesaid. In order to protect the secrecy of the postal votes, all the declaration in Form 13-A which are found on scrutiny to be in order should first be placed in a separate packet and sealed. It is necessary to put these declarations away in a sealed packet before any ballot papers are brought out of their covers „A" in Form 13-B, to ensure secrecy of vote as the declarations contain the names of the voters along with the respective serial numbers of their postal ballot papers.

28.5 After the above procedure is completed, the Returning Officer/ARO will proceed to open the covers „A" in Form 13-B one after another to take out the postal ballot papers contained in them.. The Returning Officer /ARO will scrutinize every such ballot paper and decide its validity.

28.6 A postal ballot paper will be rejected on the following grounds:-

- (a) if no vote is recorded thereon; or
- (b) if votes are given on it in favour of more than one candidate; or
- (c) if it is a spurious ballot paper; or
- (d) if it has been so damaged or mutilated that its identity as genuine ballot paper cannot be established; or
- (e) if it is not returned in the cover „B" sent along with it to the elector by the Returning Officer; or
- (f) if the mark indicating the vote is made in such a way that it is doubtful to make out the candidate to whom the vote has been given; or
- (g) if it bears any mark or writing by which the voter can be identified.

28.7 There is no particular mark required by law to be made by a voter to indicate his vote on a postal ballot paper. Any mark can be accepted as valid so long as it has been so made and so placed on the ballot paper that the intention of the voter to vote for a particular candidate is clear beyond any reasonable doubt. Thus a mark made anywhere in the space allotted to a candidate will be taken as a valid vote in favour of the candidate concerned.

28.8 The valid votes will then be counted and each candidate credited with the votes given to him. The total number of postal votes received by each candidate so counted,

will be entered in the result sheet in Form 20 and announced for the information of the candidates/election agents/counting agents.

28.9 Thereafter all the valid postal ballot papers and all rejected postal ballot papers will be separately bundled and kept together in a packet and sealed with the seal of the Returning Officer and the seals of such of the candidates, their election agents or counting agents (not exceeding two in respect of any one candidate) as may desire to affix their seals thereon.

29. In case the victory margin is less than total number of postal ballots received then there should be a mandatory re-verification of all postal ballots. In the presence of Observer and the RO all the postal ballots rejected as invalid as well as the postal votes counted in favour of each and every candidate shall once again be verified and tallied. The Observer and the RO shall record the findings of re-verification and satisfy themselves before finalizing the result. The entire proceeding should be videographed without compromising the secrecy of ballot and the video-cassette/CD should be sealed in a separate envelope for future reference.

Counting of Votes recorded in EVMs

30. After 30 minutes of the commencement of postal ballot counting, the EVM counting can start. The EVMs can be brought under escort (agents can accompany) from the strong room to the counting hall if the postal ballot counting is still going on. However, the penultimate round of EVM counting shall not commence unless the postal ballot counting is over.

31. Each counting table shall have one GOI official as counting micro-observer. The Observer should properly train the micro-observers. The micro-observer shall be responsible for the purity of counting process on his respective table.

31.A Since the list of Control Units allotted to each polling station is already shared with all candidates and is available with the RO, the Control Unit No. and number of electors assigned to the polling station shall be filled up in advance in the round wise tabulation sheet. On the counting table, the counting supervisor shall verify and record on Form 17C-Part II itself that the serial no. of the control unit taken up for counting is the same as what is noted on the Part-I of Form 17C. In the case of EVMs procured in 2006 and thereafter, the C.U. will itself display its serial no. as soon as its power is switched on. The Micro-Observers will also note down the Serial No. of the Control Unit on the sheet maintained by him/her. If any discrepancy is noted, this should be brought to the notice of the RO and the Observer before counting the votes recorded in that Control Unit. When Individual counting sheets (Form 17C-Part II) from counting tables will come to RO's table for filling up the round-wise tabulation sheet, the RO & the Observer will ensure (by tick marking) that the pre-filled serial number of CU noted down

in the round-wise counting sheet is the same as mentioned in Part I of Form 17C as well as the control unit number actually verified/displayed during counting at the table.. Extreme care will have to be taken by the RO to ensure that there are no errors in the list of polling station wise CUs shared with the candidates. Any anomaly will create doubt and confusion in the counting hall. In case any EVM had to be replaced during the poll, proper record of the same along with the serial number of the new control unit used shall be maintained and the fact mentioned clearly with full details in the round-wise counting sheet.

32. After the EVM counting at each table, a round-wise statement shall be prepared by the Returning Officer in the proforma annexed hereto (**Annexure for tabulating round-wise figures**). Both the Returning Officer and Observer shall personally verify that the number of votes posted against the name of each candidate in respect of every counting table tally with the figures as shown in Part II of Form 17 „C" (result of counting) pertaining to that table. They shall append their initial below the total of each counting table. A copy of the detailed polling station-wise round-wise breakup of the votes as shown in the said Annexure will be kept by the Observer in his folder. In addition, on the computer installed in the Counting Hall where parallel tabulation work will be done in an Excel Sheet to counter check any human error. This data entry will also be done Polling station wise and Round wise. Even though computer tabulation will not substitute the manual tabulation being done for obtaining final result of the counting of votes, the Computer based parallel tabulation/totaling will be helpful as a double check on the accuracy of manual tabulation. The said data shall be entered in the excel sheet in the computer and a print out of the same shall be taken out and compared by the observer and also be signed by the officer. (As per Commission's instruction no. 470/2011/EPS dated 5th March, 2011). If the computer table is located at a distant place from the Returning Officers table (but has to be within the counting hall). At the Computer Table one counting agent of each of the contesting candidate will be allowed to be seated in addition one micro observer. There shall be one micro observer at the Returning Officers table in counting halls of all Assembly Constituencies

33. For ensuring accuracy of the result of counting, at the closure of each round of counting the Observer will randomly select 2 EVMs of the concluded round and direct the additional micro-observer appointed for this purpose to check and tally the results on the 2 EVMs with Part II of 17C submitted by the counting staff. After completion of counting, the observer should send a final report in the prescribed checklist as per ECI instruction no. 470/2008/EPS dated 19th January, 2009.(copy enclosed for ready reference)

34. The Observer and Returning Officer will sign the candidate wise results for that round after checking everything and ensure that the results of that round counting of votes are immediately displayed prominently on the blackboard/whiteboard. It should also be announced through public address system. A copy of the round's results should be shared with all candidates/agents after completion of that round. A copy of the print out should be given to media room for information of press and another copy to communication room for uploading on GENESIS.

35. Next Round of counting should only start i.e. the next set of EVMs for the next round should be brought only after all tables of previous round have finished counting and the result of that round has been posted on the blackboard/whiteboard.

36. The Commission has issued detailed instructions on the flow of data through GENESYS. These instructions are to be followed scrupulously by all Returning Officers.

37. The RO will fax round-wise data to the CEO. Wherever hot lines are available with the CEO, these will be utilized to orally confirm the contents of the fax message. CEOs would set up adequate number of fax lines with hunting facility to receive the faxes. For this purpose, they can hire faxes or temporarily borrow fax machines from various government departments and corporations. The total number of such fax machines required, including a few in reserve, should be decided in advance and these should be positioned and tested at least 72 hours before the start of counting. The CEOs should have blank forms to note down the round wise data, if received orally on phone or hotline.

38. As per the above arrangements, the progress of every round, Assembly segment-wise, will be announced as soon as each round is complete. Similarly, the consolidated position of the PC by combining the position of the rounds of different ACs available from time to time should also be announced over the public address system,, preferably from a centralized location where the public announcement booth is located. The public announcements could be repeated at suitable intervals for the knowledge of the public that gather in good number outside the Counting Centres.

39. Entire counting process must be videographed. CD of the video (and also of each table's recordings) should be kept in safe custody of the DEO.

40. As soon as the final result is declared, the data as contained in Form 21E, which is handed over to the winning candidate, will be handed over to the Observer also for immediate communication to the Commission.

41. It is important that soon after the counting is finished, the fully reconciled counting data is tabulated and checked thoroughly before the result is formally declared.

42. The Observers will ensure that the Final Result Sheet in Form 20 is filled by the RO before he declares the result in Form 21 C and sends it to appropriate quarters. One copy each of the Forms 20 , 21C and 21E duly filled in will be collected by the Observers and attached with their reports on counting.

43. Commission has decided that all Observers will keep a close watch on the process of counting of votes and compilation of results. Towards this end, neither the Observer nor the ARO/RO or any other election official should leave the counting hall till the counting is completed and result declared. Strict discipline should be maintained inside the counting premises and prompt action should be taken against anyone not observing the rules.

44. Before the Returning Officer declares result of an election, he shall obtain an authorization for declaration of result from the Observer concerned. Every Observer shall completely satisfy himself about the fairness of counting of votes and complete accuracy of compilation of result. After having done so, he shall issue an authorization to the Returning Officer concerned in the following format for declaration of result:-

“ _____ Observer (Code _____), For
_____Assembly Constituency after having satisfied myself about
the fairness of counting of votes and complete accuracy of compilation of result in Form-
20 hereby authorize the Returning Officer for _____Assembly
Constituency to declare the result.”

Signature of the Observer _____

Name of the Observer _____

Code of the Observer _____

AC No. & Name _____

45. No Returning Officer shall declare the result without receiving the authorization in the format as detailed in Para 44 above from the Observer. It shall be the personal responsibility of the Observer and Returning Officer to ensure fairness of counting of votes and accurate compilation of result.

46. The CEO will keep in touch with the Secretary concerned in the ECI on the progress of counting and the collection and dispatch of data in statutory forms as mentioned earlier.

47. It shall be the personal responsibility of the District Election Officer concerned to ensure that all the above mentioned instructions are strictly complied with and brought to

the notice of all the Returning Officers, Observers, Candidates, Counting Agents etc sufficiently before the commencement of the Counting.

48. The Observers can make out a joint report at the end of counting. On the day immediately following the counting, they will put together their reports, along with copies of Forms 20, 21C and 21E and send them to the Commission. This should be done before the Observers leave the Constituency on completion of their duty. They will also ensure that the original Forms in two sets are dispatched by the RO through special messenger to the CEO who in turn, will send one set for all constituencies in his state, through a special messenger by flight, to the Commission.

Yours faithfully,

(Sumit Mukherjee)
Under Secretary

ANNEXURE-II).

Check list of final Report of the observer to be sent to the Commission after Counting.

1. Whether arrangements for counting has been done as per the instruction of the Commission's letters No. 470/2007/PLN-I dated. 11.1.2007 and 29.08.2007? (yes/No)
2. If No, what are the discrepancies ?
3. Whether randomization of counting staff was done as per the instruction of the Commission in the morning? (yes/No)
4. Whether pairing of counting supervisor and counting assistant was done as per the instruction of the Commission? (yes/No)
5. Whether Micro-Observer was present? (yes/No)
6. Whether postal ballot papers were counted before the counting of votes in EVM*? (Yes/No)
7. Whether after each round or counting, random checking of 2(two) EVMs was done by the observer? (Yes/No)
8. Whether the figures at random checking done by staff drawn from reserve pool tally with the figures of round wise counting provided by the counting supervisor/counting assistant? (Yes/No)
9. Whether the signature of the counting agents taken in part –II of form 17 C? (yes/No)
10. Whether the total votes shown in part-II of form 17 C tally with the votes counted in EVM? (Yes/No)
11. Whether the counting agents of the candidates were present at the time of counting? (Yes/No)
12. Whether the seating arrangements of the counting agents were done as per the Commission's instruction? (Yes/No)
13. Whether Videography of counting was done ? (yes/No)
14. Whether there was any demand for recounting or re-totaling? (Yes/No)
15. Whether any significant incident occurred during counting of votes? If yes, give details
16. Whether candidates/ counting agents were present at the time of declaration of result? (yes/No)
17. Whether the counting was started in time? If not, give remarks.
18. Total No. of rounds counted in each assembly constituency.

No. of postal ballot	No. of postal ballot found invalid for counting
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INSTRUCTION SI. No. 98

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No. 470/TN-LA/2011/SS-1

Dated: 06th May, 2011

To

The Chief Electoral Officer of
1. Tamil Nadu, Chennai
2. West Bengal, Kolkata
3. Kerala, Thiruvananthapuram
4. Assam, Dispur
5. Puducherry, Puducherry.

Subject: - Arrangement for Counting-regarding.

Ref: Commission letter No.470/TN-LA/2011/SS-1 dated 5th May, 2011.

Sir/ Madam,

In continuation of the letter cited above on arrangements for counting, following additional instructions are given by the Commission :-

1. Copies of round-wise result sheet should be given by the Returning Officer to the candidates and their election agents as soon as the result of that round is declared by the Returning Officer.
2. There are existing instructions of the Commission that counting process should be fully videographed. A CD containing the record of complete videography of counting process should be given by the Returning Officer to all candidates or their election agents free of cost after the counting process is over.

This may be communicated to all the District Election Officers, Returning Officers and Observers for strict compliance.

Yours faithfully,

(Sumit Mukherjee)
Under Secretary.

INSTRUCTION SI. No. 99

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No.51/8/7/2010-EMS

Dated: 7th May, 2011

To

The Chief Electoral Officers
Of All States & Union Territories

Subject: Action to be taken during counting of votes in case Presiding Officer does not press CLOSE button of CU at the end of poll.

Sir,

I am directed to refer to the letter No. 8912/Elc.III/2011, dated 27.04.2011, received from the Chief Electoral Officer, Tamil Nadu, whereby, guidelines have been sought on the course of action to be taken during counting of votes, in case, Presiding Officer is found to have not pressed CLOSE button of Control Unit at the end of poll. The Commission has advised that the following action be taken during counting of votes, in such circumstances, in the presence of candidates/their authorised agents, under videography: -

- a. In case any Control Unit does not display result due to not-pressing of "Close" button by the Presiding Officer in the polling station at the close of poll, it should be kept back inside its carrying case and then be kept in the Returning Officer's custody in the counting hall. Counting of votes in other machines should continue as usual.
- b. When counting of votes in other machines is completed, the Returning Officer and Observer should see whether the margin of votes between the first candidate and the runner up is more or less than the votes polled in such machine (s).
- c. In both the cases where the margin of votes is more or less than the total votes polled in that machine (s), the Returning Officer/Counting Supervisor shall press the "Total" button of the Control Unit to see the total votes polled in that machine (s). In case, total votes polled in the machine (s) tallies with the total votes polled mentioned in the Form - 17 C, the Returning Officer/Counting Supervisor shall press the "Close" button of the Control Unit (s) so that "Result" button can be pressed for getting result data explaining the entire issue to the

candidates and/or their authorised agents and recording a proceeding in this behalf with the signatures of the candidates/their authorised agents. In such a case, the Returning Officer and Observer should send a detailed report to the Commission in the format mentioned at Annexure-A.

d. In case, total votes polled in the machine(s) does not tally with the total votes polled mentioned in the Form-17 C, the matter should be referred by the Returning Officer to the Commission for its decision and action may be taken as per the direction of the Commission. In such a case, the Returning Officer and Observer should also send a detailed report to the Commission in the format mentioned at Annexure-B, where the margin of vote between the candidates having highest vote and the runner up is more than the votes polled in the Control Unit in question, and in Annexure-C, where such margin is less.

e. After completion of counting, all such Control Units whether result has been retrieved from it or not, the Control Unit should be kept back inside its carrying case. The carrying cases should then be sealed once again. The Returning Officer and Observer should put their signatures on the seal. All candidates and their election agents should also be allowed to put their signature on the seal. The Control Unit should be then kept in the strong room (s).

The aforesaid instructions should be brought to the notice of all Political Parties and contesting Candidates in advance.

Yours faithfully,

(K.N. Bhar)
Secretary

Annexure-A

(Report on getting result data from Control Unit whose CLOSE button was not pressed by Presiding Officer at the end of poll)

Name of State/UT:

Name of District:

Name of election:

Number & Name of Assembly/Parliamentary Constituency:

Date of Counting:

It is certified that the result has been obtained from the following Control Unit(s) after pressing CLOSE button in the presence of the contesting candidates/their counting agents. The result of the election has been declared taking into consideration the result from this machine as well.

Sl. No.	Polling Station No.	Unique ID No. of Control Unit	Detailed Report	No. of votes polled in the Control Unit as per Form 17C

Final statement showing votes polled by the winning and runner up Candidates

S.No.	Name of candidate	Party affiliation, if any	Votes polled

(Name & Signature of Returning Officer)

(Name & Signature of Observer)

Annexure-B

(Report on discrepancy in total votes shown in the Control Unit whose CLOSE button was not pressed by Presiding Officer at the end of poll and as mentioned in Form 17-C)

Name of State/UT:

Name of District:

Name of election:

Number & Name of Assembly/Parliamentary Constituency:

Date of Counting:

It is certified that the discrepancy has been noticed in the total votes polled in the following Control Unit(s), after pressing TOTAL button of the Control Unit and comparing it with the total votes polled mentioned in Form 17-C.

Sl. No.	Polling Station No.	Unique ID No. of Control Unit	No. of votes polled displayed by Control Unit on pressing TOTAL button	No. of votes polled in the Control Unit as per Form 17C	Remarks

Final statement showing votes polled by the winning and runner up Candidates

S.No.	Name of candidate	Party affiliation, if any	Votes polled

As the margin of votes between the candidate having highest votes and the runner up is more than the votes polled mentioned in the Form 17C relating to the Control Unit(s) mentioned above, the matter is being referred to the Commission for permission to set aside the votes polled in the said Control Units (s) and to declare the result.

(Name & Signature of Returning Officer)

(Name & Signature of Observer)

Annexure-C

(Report on discrepancy in total votes shown in the Control Unit whose CLOSE button was not pressed by Presiding Officer at the end of poll and as mentioned in Form 17-C)

Name of State/UT:

Name of District:

Name of election:

Number & Name of Assembly/Parliamentary Constituency:

Date of Counting:

It is certified that the discrepancy has been noticed in the total votes polled in the following Control Unit(s), after pressing TOTAL button of the Control Unit and comparing it with the total votes polled mentioned in Form 17-C.

Sl. No.	Polling Station No.	Unique ID No. of Control Unit	No. of votes polled displayed by Control Unit on pressing TOTAL button	No. of votes polled in the Control Unit as per Form 17C	Remarks

As the margin of votes between the candidate having highest votes and the runner up is less than the votes polled mentioned in the Form 17C relating to the Control Unit(s) mentioned above, the matter is being referred to the Commission for appropriate orders.

Final statement showing votes polled by the winning and runner up Candidates

S.No.	Name of candidate	Party affiliation, if any	Votes polled

(Name & Signature of Returning Officer)

(Name & Signature of Observer)

INSTRUCTION SI. No. 100

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No. 470/INST/2012-EPS

Dated: 1st March, 2012

To

The Chief Electoral Officers of
All States/Union Territories.

Sub: Arrangements for counting of votes-regarding.

Sir/Madam,

I am directed to invite your attention to the Commission's letters No. 470/EPS/2011, dated 4.3.2011 and No. 470/TN-LA/2011-SS-I/277-281, dated 5.5.2011 wherein videography of proceedings of each counting table was decided to be done (Para 11, 11A and 11B of letter dated 5.5.2011 may kindly be seen). Now, in view of the practical and administrative difficulties explained by the CEOs of Punjab, Uttarakhand and Uttar Pradesh, the Commission has reviewed the matter and decided that videography of each counting table shall not be necessary. Hence, the contents of Paras 11, 11A and 11B of letter dated 5.5.2011 and 4.3.2011 will not be applicable during counting of votes.

1. The Commission has further directed that during each round of counting, Counting Supervisors will ensure that at the time of pressing the result button on the control unit of the EVM, the counting agents of all candidates are shown the display panel of the control unit to their satisfaction so that they can note down the votes polled in favour of each candidate as displayed on the control unit display panel. For this purpose, the control unit may be kept lifted, if necessary, by one of the counting assistants in such manner and position that the display panel is clearly visible to the counting supervisor, the second counting assistant and micro observer sitting on the counting table, and also to counting agents of candidates sitting across the wire-mesh/fence. In case, any counting agent desires to have the result displayed on EVM more than once, it shall be done by the Counting Supervisor to the satisfaction of the counting agents.
2. The Commission has also directed that when tabulation sheet of each polling booth(form-17-C) is received at the RO's table, it will be the responsibility of the Returning Officer to show it to the candidates/their election agents/counting agents sitting at the Returning Officer's table to enable them to note down the results of each candidate for each polling station.

Yours faithfully,

(SUMITMUKHERJEE)
SECRETARY

INSTRUCTION SI. No. 101

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No. 470/INST/2012/EPS

Dated 3rd March, 2012

To

The Chief Electoral Officers
of All States/Union Territories

Subject:- Arrangements for counting of votes-regarding.

Sir/ Madam,

I am directed to refer to Commission's letter of even number dated 1st March, 2012 on the subject cited and to say that while as stated therein the Commission has dispensed with the requirement of videography of counting at each counting table, **the videography of the entire counting process shall be necessary.** Accordingly, the existing paras 22 and 39 of Commission's letter No.470/TN-LA/2011/SS-I dated 5th May, 2011 (copy enclosed) will be read as follows: " 22. *No camera-still or video of the media except for official recording of the entire counting process is allowed to be fixed inside any counting hall.* No camera stand should therefore be allowed to be taken inside counting hall by media and journalists. Hand held cameras can be allowed to the authorized ECI pass holders. Further, while taking audio video coverage of the counting process, with camera carried in hand or on shoulders by the media/press, under no circumstances, the actual votes recorded on an individual EVM or ballot papers is to be photographed or covered by audio visual coverage. The exact location upto which the still and video camera of the media and press can move, should be indicated by the Returning Officer in advance, marked by a line or a string for guidance of all concerned." " 39. Entire counting process must be videographed. CD of the video should be kept in safe custody of the DEO."

This may be brought to the notice of all concerned immediately.

Yours faithfully.

(K. AJAYA KUMAR)
PRINCIPAL SECRETARY

INSTRUCTION SI. No. 102

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No. 470/TN-LA/2011/SS-1

Dated: 13th December, 2012.

To

The Chief Electoral Officers
of all the States/ UTs

Subject: - Counting of Votes-Substantial reasons for rejection of postal ballots-clarification-regarding.

Sir/ Madam,

With reference to the counting of Postal Ballots, I am directed to clarify as under :-

- (i) A Postal Ballot paper shall not be rejected merely on the ground that the attesting officer has not put his seal on the declaration of the elector in Form 13A, if the attesting officer has given all relevant details with regard to his name and designation on that form;
- (ii) A Postal Ballot paper shall also not be rejected on the ground that the sender (elector) has not put his signature on the outer cover "B"(Form 13C) in which he has returned the postal ballot paper, if the identity of the sender(elector) is verifiable on the basis of his declaration in Form 13A.

This may be circulated to all concerned.

Yours faithfully,

(Sumit Mukherjee)
Secretary.

INSTRUCTION SI. No. 103

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No. 470/INST/2012-EPS

Dated 3rd January, 2013.

To

The Chief Electoral Officers
of All States/Union Territories

Subject:- Arrangements for counting of votes-clarification-regarding.

Sir/ Madam,

I am directed to invite your attention to the Commission's letter of even number dated 1st March, 2012 (copy enclosed) and to state that the sentence "For this purpose, the control unit may be kept lifted, if necessary, by one of the counting assistants in such a manner and position that the display panel is clearly visible to the counting supervisor, the second counting assistant and micro observer sitting on the counting table, and also to the counting agents of candidates sitting across the wire-mesh/fence of the second paragraph of the letter dated 1st March, 2012 referred to above may be read as.

"For this purpose, the control unit may be kept lifted, if necessary, in such a manner and position that the display panel is clearly visible to the counting table, and also to the counting agents of candidates sitting across the wire-mesh/fence"

This may be brought to the notice of all concerned.

Yours faithfully.

(T.C.KOM)
UNDER SECRETARY

INSTRUCTION SI. No. 104

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No.470/INST/2013-EPS

Dated: 2nd May, 2013

To

The Chief Electoral Officers
of All States and UTs.

**Subject: Counting of votes – Randomization of counting staff –
Regarding.**

Sir/Madam,

I am directed to invite your attention to the Commission's letter No. 470/2007/PLN-I, dated 29th August, 2007 and letter No 470/TN-LA/2011-SS-I, dated 5.5.2011, on the subject cited, and to state that various District Election Officers have pointed out that there is lot of confusion regarding the procedure of Randomization of counting officials, viz, as to whether DEOs or ROs are supposed to issue the orders regarding appointment of Counting officials, etc.

The Commission has considered the matter and it is clarified that:-

- (i) A list of 120% of the required number of officials (Counting Supervisors/Counting Assistants/Micro Observers) required for counting in the district, should be generated (including reserve) randomly, using the software by the District Election Officers one week prior to the date of counting. This is the first of the three-stage randomization process. Presence of observers is not required at this stage. This is only to identify and select the officials that would be given duty for counting as Counting Supervisors/Counting Assistants/Micro Observers in whichever constituency of that district. In no case, at this stage, the identity of the assembly constituency to which the Counting personnel are likely to be deployed will be known.
- (ii) The Assembly Constituency wise randomization shall be done by the District Election Officers in presence of Observer(s) 24 hours prior to commencement of counting. Thereafter, the Returning Officer shall issue the appointment letters to these officials assigning them concerned allotted ACs.
- (iii) Randomization for allotment of Tables in the counting hall to these Counting Supervisors/Counting Assistants/Micro Observers shall be done by the concerned R.O. in the presence of Observer at 5 AM on the day of Counting.

These instructions will be strictly and scrupulously followed by the all concerned.

Yours faithfully,

(SUMIT MUKHERJEE)
SECRETARY

INSTRUCTION SI. No. 105

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No.470/2013/SDR

Dated: 4th December, 2013

To

The Chief Electoral Officer,

1. Chhattisgarh
2. Madhya Pradesh
3. Mizoram
4. Rajasthan
5. Delhi.

Sub: Counting of votes polled on EVMs– additional instructions for more transparency-regarding.

Sir,

Presently, the signature/T.I of all counting agents present inside the counting hall is obtained on Part-II of Form 17C after each round of counting by the Counting Supervisor of each Table. The Commission has directed that the Part-II of Form 17C shall be prepared in duplicate. And both the copies should be got signed from the counting agents. One copy of the Part-II of Form 17C will be handed over to the RO/ARO for computing round wise tally of votes.

1. The other copy of the Part-II will be collected from each table by an official specially designated by the RO. He will make photocopies for distribution among the counting agents present at respective Counting Tables for their record and verification. The starting of the next round of counting need not wait till distribution of these copies is complete. This can go on simultaneously. Therefore, necessary arrangements for photocopying shall be made in each counting hall.
2. The original second copy should be returned to the Counting Supervisor of the respective table. They will keep the copy of each round of EVM counting and at the end of the counting put them in an envelope superscribed "Duplicate copy of result of counting in Form 17C-Part-II", mention the Table No., total number of rounds counted and the Name of the Counting Supervisor and handover the envelope personally to the R.O./A.R.O. after completion of counting. This packet should be sealed and kept separately by the RO along with other documents.

This may be brought to the notice of the ROs/AROs and Observers for their information.

Yours faithfully,

Sd/
(Ashish Chakraborty) Secretary

INSTRUCTION SI. No. 106

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No.470/2013/SDR

Dated: 4th December, 2013

To

The Chief Electoral Officer,

6. Chhattisgarh
7. Madhya Pradesh
8. Mizoram
9. Rajasthan
10. Delhi.

Sub: Counting of votes polled on EVMs– additional instructions for more transparency-regarding.

Sir,

In continuation of Commission's letter of even number dated 4th instant on the above subject, I am directed to inform you that the Commission has since decided that the duplicate copy of part-II of Form 17-c to be prepared by the Counting Supervisor of each counting table after completion of counting of each round shall be a carbon copy. The other instructions will remain same.

2. The additional measures be brought to the notice of the contesting candidates/ election agent for their information.

Yours faithfully,

Sd/
(Ashish Chakraborty)
Secretary

INSTRUCTION SI. No. 107

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

NO.4770/INST/2017-EPS

Dated:-9th March, 2017

To

The Chief Electoral Officers of,

1. Goa
2. Manipur
3. Punjab
4. Uttarakhand
5. Uttar Pradesh

Sub: General/Bye-elections to the House of People/State Legislative Assembly- Identification of Counting Centres and appointment of Counting staff/Counting agents - Reg.

Sir/Madam,

I am directed to invite your attention to the Commission's instruction No. 470/INST/2014-EPS, Date: 30.04.2014, on the subject cited, wherein it has been inter-alia provided that:

1. SEATING ARRANGEMENT IN THE COUNTING HALL

- a) The Commission has directed that the seating arrangements for the counting agents of candidates at the counting tables will be arranged by the following categories of priority:-
 - i. Counting agents of candidates of recognized National parties;
 - ii. Counting agents of candidates of recognized State parties;
 - iii. Counting agents of candidates of recognized State parties of other State who have been permitted to use their reserved symbols in the Constituency;
 - iv. Counting agents of candidates of registered-unrecognized political parties; and
 - v. Counting agents of independent candidates.
- b) All counting agents should keep seated near the table allotted to them and should not be allowed to move about all over the

hall. They will be seated in their row in the order, in which the names of candidates appear in the ballot paper.

- c) Once of the counting agents may sit and watch the proceedings at ROs table, if the candidate or his election agent is not present. However, in order to avoid overcrowding at ROs table, only one person whether the candidate himself or his election agent or his counting agent should be present at a time at ROs table. The contesting candidates and their election agents are free to go around to any part of the counting hall. If
bo
 - d) th the candidate and his election agents are not present in the counting hall, the extra counting agent at ROs table, then may be allowed to go around any part of the counting hall.
2. You are requested to ensure that the above instructions are followed in letter and spirit

Yours faithfully,

(Sumit Mukherjee)
Secretary

INSTRUCTION SI. No. 108

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

NO.464/INST/EPS/2014

Dated:-13th May, 2014

To

The Chief Electoral Officers of all States and Union Territories.

Sub: Preparation of Due-Constitution Notification - Reg.

Sir/Madam,

As you are aware, Section 73 of the Representation of the People Act, 1951(43 of 1951) provides that during a general election held to constitute a new House of the People or a new State Legislative Assembly, soon after the declaration of results of the elections in all the constituencies by the Returning Officers (where poll could take place and time for completion of the election has not been extended), the Election Commission is required to notify the names of the members elected for those constituencies in the officer Gazette and upon issue of such notification, the House or Assembly is deemed to be duly constituted.

2. Therefore, it is of utmost importance that endeavors are made to prepare an error-free notification. Due care may be taken in preparation of Form 21C (under Rule 64 of the Conduct of Elections Rules, 1961) in order to standardizes the process, the task and the corresponding responsible officers are delineated below:

- I. While preparing the Form 21C, the Returning Officers should ensure that:
 - a. The name of the constituency is in accordance with the last Delimitation Order.
 - b. The name and address of the elected candidate are same as those mentioned in the Form 7A.
 - c. The name of the sponsoring party is as per the latest notification on political parties and election symbols.
 - d. The ink-signed Form 21C with the seal of the Returning Officer should be sent to the Office of the Chief Electoral Officer with a certificate that the above have been adhered to.

- e. The Returning Officer will be accountable for any lapse in the process.
 - f. All Returning Officers, immediately after the declaration of elections results, shall send scanned copies of Form-21C and Form-21E through e-mail from the counting centre itself to the Zonal Secretary in the Commission and copy to the Chief Electoral Officer of the State and Secretary Sumit Mukherjee. It will be the responsibility of the Returning Officer to ensure that the scanned copies as mentioned above are sent to the Commission and Chief Electoral Officer.
- II. In the Office of the Chief Electoral Officer:
- a. There should be a Nodal Officer who would oversee the process. The name of Nodal Officer and contact number/e-mail ID be sent to the Zonal Secretary as well as Secretary Sumit Mukherjee immediately.
 - b. The Chief Electoral Officer shall download the Form-21C and Form 21-E received from the Returning Officer concerned, then properly check and verify the same with the parameters mentioned at I(a), (b), and (c) above. The consolidated information in respect of all the Parliamentary Constituencies in the State and scanned copy counter signed by CEO shall be mailed to Zonal Secretary in the Commission and a copy be sent to Secretary Sumit Mukherjee.
 - c. Zonal Secretaries will check/verify the names of elected Members, their party affiliation, if any and also the number and name of parliamentary Constituency and submit the consolidated list to Secretary Sumit Mukherjee by 17.05.2014 itself.

Yours faithfully,

(Sumit Mukherjee)
Secretary

Copy to all the Directors/Principal Secretaries/Secretaries/Under Secretaries /Zonal Sections.

INSTRUCTION SI. No. 109
ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

NO.470/INST/2014/EPS

Dated:-15th May, 2014

To

The Chief Electoral Officers of all States/ UTs.

Sub: Carrying of mobile phone by RO/ARO inside the counting hall - Reg.

Sir/Madam,

The Commission vide its letter of even number dated 08.05.2014, clarified that the RO and the AROs in-charge of counting of EVM of assembly segment can carry mobile phones in silent mode inside the counting hall.

2. The Commission has reviewed the matter and has decided that the Commission's earlier instructions issued vide its letter of even number dated 30.04.2014, stipulating that nobody (not even the candidate or RO/ARO etc.) except the ECI Observer shall be allowed to carry a mobile phone inside the counting hall, shall continue to be in force. The relevant paragraph of ECI instructions dated 30.04.2014 are reproduced below:-

"2.23 Since nobody (not even the candidate or RO/ARO etc.) except the ECI observer shall be allowed to carry a mobile phone inside the counting hall, the DEOs/ROs will also arrange another room for the candidates, their agent, counting staff etc. to make use of their mobile phones in case of any need. Public Communication Room should also provide for a senior officer and arrangements for safe-keeping of the mobiles etc. of the candidates and their agents/representatives and counting staff."

3. This may be brought to the notice of all concerned.
4. The CEOs shall bring this to the notice of the ROs/DEOs/AROs/Observers and ensure that the instructions are strictly followed.

Yours faithfully,

(Sumit Mukherjee)
Secretary

INSTRUCTION SI. No. 110
ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

NO.464/L&O/EPS/2014

Dated:-10th April, 2014

To

The Chief Electoral Officers all States and Union Territories.

Sub: Security measures for polled Electronic Machines stored in Strong Rooms for counting of votes and setting up of Counting Centre - Reg.

Sir/Madam,

The Commission vide its letter No.464/L&O/EPS/2014 dated 5th, 2014 issued instructions on security and sealing measures for polled Electronic Machines stored in Strong Rooms for counting of votes and setting up of Counting Centre. Wherein the Commission has inter-alia instructed that the strong rooms under 24X7 CAPF guard either out of existing deployment available in the state or using the CAPF ordered to be retained out of Central Pool and Strong room shall be under 24X7 CCTV coverage.

2. Now, the Commission desires that the District Election Officer shall certify that the instructions mentioned in the aforesaid letter of the Commission have been complied with. The Chief electoral Officer of the State shall obtain the certificate from the District Election Officers and forward a consolidated report in this regard to the Commission. The observers shall also be informed by the Chief Electoral Officers to inspect and confirm that these instructions of the Commission are scrupulously followed.

3. A special mention in this regard be sent to the Commission by the Observers.
4. This may be brought to the notice of all concerned.
5. The copy of the instructions be handed over by the DEOs to all observers.

Yours faithfully,

(Sumit Mukherjee)
Secretary

INSTRUCTION SI. No. 111

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

NO.464/L &O/2014-EPS

Dated:-5th April, 2014

To

The Chief Electoral Officers of all States & Union Territories.

Sub: Security measures for polled Electronic Voting Machines stored in Strong Rooms for counting of votes and setting up of Counting Centre –reg.

Ref: ECI Instruction No 51/8/7/2011-EMS Dated 14.02.2011.

Sir/Madam,

The Election Commission of India has announced General Election to Lok Sabha, 2014, and Legislative Assemblies of Andhra Pradesh, Arunachal Pradesh, Odisha and Sikkim. The first poll day is on 7th April, 2014 and the last poll day is on 12th May, 2014 with seven different poll dates in between. The scheduled date for counting is 16th May, 2014. In many states, there is a considerable gap between the poll day and the counting day which has led to ensure Security measures with respect to polled EVMs as very important. The Commission, therefore, desires that the following should be done with a view to security of polled EVMs:

I Security of strong room:

- b. Strong Room shall have only one door and not other door or opening. In case there are other doors or opening, they shall be closed using brick masonry.
- c. Strong room shall have a double lock system, with one key to be kept with strong room in charge and the other key with an officer not below the rank ADM.
- d. Arrangements should be made for fire and flood safety.
- e. Strong room shall be under 24X7 CAPF guard either out of existing deployment available in the State or using the CAPF ordered to be retained out of Central Pool.
- f. Strong room shall be under 24X7 CCTV coverage.
- g. One control room adjacent to the strong room should be operative round the clock.
- h. A Gazetted officer along with a police officer should be put on duty round the clock for monitoring the security arrangements of strong room.
- i. It should be ensured that there is uninterrupted power supply at the strong room locations during the entire period wherein EVMs are stored. CEO may address the Chairman of Electricity Board concerned separately regarding this. Local Electricity Board officials should be asked to ensure the same. Contingency arrangement of stand by generators should be made to ensure uninterrupted power supply.

II. **Transportation and storing of polled EVMs in temporary strong rooms at the receipt center** – Polled EVMs shall be transported from the polling station to the receipt center under guard of CAPF. Candidates and their representatives shall be allowed to follow the vehicle transporting polled EVMs. Polled EVMs can be stored in a strong room guarded by CAPF at the receipt center if the receipt center is not located at the headquarters of the RO. Strong rooms will be made by following all instructions of the Commission with respect to permanent strong room. The strong room shall be guarded by CAPF. The strong room be sealed after all the EVMs for that receipt center have been received and kept in the strong room. The sealing shall be done in the presence of candidates and their representatives and their signatures shall be obtained on the seal. The entire process shall be videographed. The candidates and their representatives shall be informed in writing about the date and time when the EVMs stored in the strong rooms shall be shifted to the permanent strong room at RO headquarter. The strong room shall be opened at the time so appointed in the presence of candidates and their representatives after verifying the intactness of the seal. The whole process shall be videographed. The EVMs shall then be taken out of the strong room and transported to the permanent strong room at the RO headquarter under protection of CAPF. Candidates and their representatives shall be allowed to follow the vehicle transporting EVMs.

III. **Guarding of strong rooms** – there shall be a three tier guarding system for strong rooms:-

- a. First tier, which is the innermost perimeter, shall be CAPF guard. This shall be a 24X7 CAPF armed guard. Minimum one section of CAPF armed guard shall be on duty 24X7. For this purpose minimum one platoon of CAPF shall be provided to guard the Strong Room round the clock.
- b. Second tier shall be a guard of State armed Police.
- c. Third tier shall be a guard of District Executive Force.

IV. **Deployment of CAPF**

The Commission has made provision for guarding of EVMs by CAPF. Whenever CAPF are existing as insitu force, the EVM guarding requirement will be taken care of by the existing forces. For other States, the provision is made out of the central pool. In the matter, the Ministry of Home Affairs vide its letter no. III-11040/1/2014-G(Vol-V) dated 21 March,2014, addressed to the Chief Secretary, the Home Secretary and the Director General of Police of the State concerned has already conveyed the exact no. of coys. To be retained in the State after the completion of poll for security arrangements of EVM strong room and counting centers till the completion of counting with regard to the States where CAPF is available as existing deployment, no allotment has been made out of Central pool, and provision for EVM guarding in those States shall be made out of existing deployment.

V. **Facilities to candidates to keep a watch on the strong rooms-**

All contesting candidates should be intimated in writing to depute their representatives to keep a close watch on security arrangement of strong room. They should be allowed to stay outside the outermost perimeter in a rain-proof tent erected officially for this purpose, which enables them to

view the entry points of the strong room. Facilities such as proper shade, drinking water, toilets, etc. should be provided to them. If there is no direct view to the strong room, CCTV should be arranged at the location, so that they can see the strong room door on CCTV. In such a case, they may be taken periodically to the inner perimeter in batches to see for themselves and verify the strong room security. The phone nos. of CEO, addl. CEOs, DEC in charge in the ECI and the DEO/SP/COP/ROs concerned should be given to the candidates, who may provide the same to their people keeping vigil at the strong room location. They may be advised by the candidate to contact the officials in case of any need.

VI. Protocol to be followed to enter the inner perimeter

No one should be allowed to enter the inner perimeter without following the protocol, as under:-

- a. The log book shall be maintained by the CAPF in which entry should be made about date, time, duration and name(s) of any one crossing the second security ring i.e. the middle perimeter. This includes visits by the Observers or DEOs or SPs or candidates or their agents or any other persons.
- b. Video cameras should be provided to the CAPF contingent to record all visits made by such visitors.
- c. No vehicle, including that of any official or ministers or any other political functionary should be allowed inside the secured campus where the EVMs are stored. Alighting point for the vehicles should be marked clearly ahead of the outer security perimeter itself; beyond it should be a pedestrian zone only.

VII. Supervision by Returning Officers and DEOs

Returning Officer should visit the storage campus (upto the inner perimeter only) every day in the morning and evening and check the log book and videography and send a report to the DEO on the status every day. In case of strong rooms located in the district headquarters, the DEO should do the same. Where the strong rooms are situated outside the district Headquarters, DEO should visit the same as frequently as possible and at least once in 3 to 4 days.

DCs and SPs shall be personally responsible for security of strong room within the district and meticulous implementation of the protocol. The copy of this letter should be made available to all candidates, DEOs, ROs and CAPF commandant.

The CEOs may submit a separate report to the Zonal Secretaries indicating the type of security arrangements made by the administration to guard the strong room involving the CAPF already available within the State i.e. IR Bn etc., or using SAP or otherwise. Other additional measures taken for guarding the strong rooms may also be indicated.

This may be taken on priority basis and be circulated to all concerned.

Yours faithfully,
(SUMIT MUKHERJEE)
Secretary

INSTRUCTION SI. No. 112

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No.51/8/7/2018-EMPS

Dated: 29th August, 2018

To

The Chief Electoral Officers of
All States and Union Territories.

Subject: Deployment of security personnel for EVM/VVPAT warehouses-
Reiteration of Instructions- Regarding.

Sir,

Kindly refer to para 2 of the Commission's letter No. 51/8/7/2017-EMS, dated 30th August, 2017, regarding instructions on EVMs & VVPATs, and I am directed to reiterate that the Commission has prescribed the following strength of security personnel for EVM/VVPAT warehouses:

- (a) 24x365 Police Security of EVM/VVPAT warehouses. In addition, CCTV from start of FLC till EP completion period.
- (b) Security:
- | | |
|----------------------------|-------------------|
| Non Poll (Post EP to FLC)- | Minimum ½ Section |
| FLC to Polling- | Minimum 1 Section |
| Poll to EP- | Minimum 1 Platoon |

I am directed to further clarified that no private security guard, civil defence, non-police personnel or other volunteers shall be deployed for the security of the warehouses, under any circumstances. Home Guards may be used as an exception when regular police cannot be posted.

You are, therefore, requested to ensure the compliance of the above direction of the Commission.

Yours faithfully,



(Madhusudan Gupta)
Under Secretary

INSTRUCTION SI. No. 113

By Speed Post/E-mail

Election Commission of India

Nirvachan Sadan, Ashoka Road, New Delhi – 110001

No. 51/8/16/9/2018 – EMPS

Dated: 9th October, 2018

To

The Chief Electoral Officers of
All States and Union Territories.

Subject: - Advisory for Opening and Closing of EVM/VVPAT warehouse – reg.

Sir,

I am directed to refer to **Para 1(e): Transportation of EVMs and VVPATs** of the Commission's letter No. 51/8/7/2017-EMS, dated 30.08.2017 (copy enclosed), wherein it had been instructed that Political Parties shall be informed in advance about opening, stocking and sealing of warehouses while shifting EVMs and VVPATs. It has come to notice of the Commission that in some instances, the representatives of political parties were forced to wait for long periods at the warehouse venue since the arrival of EVM/VVPAT carrying trucks was inordinately delayed due to various reasons. Besides causing inconvenience and wastage of precious time of political parties, such a scenario reflects poorly on the management and efficiency of election machinery at the field level.

The Commission has taken a dim view of these cases and directed that since the movement of the vehicles carrying EVM/VVPAT is tracked through GPS, the warehouse opening should be scheduled keeping the arrival time & expected delays in mind and in case, there is any delay in the arrival of vehicles carrying EVM/VVPAT, the same should be immediately intimated to the representatives of the political parties well in time through Telephone and SMS etc. to avoid unnecessary inconvenience to the party representatives.

You are, therefore, requested to instruct the District Election Officers of your State/UT accordingly.

Yours faithfully,


(Anoop Kumar)
Secretary

INSTRUCTION SI. No. 114

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

NO.470/INST/EPS/2014

Dated:-14th May, 2014

To

The Chief Electoral Officers of all States and Union Territories.

Sub: Counting of Votes for General/Bye-elections to the House of the People /State Legislative Assemblies-Clarification - Reg.

Sir/Madam,

I am directed to refer to the item 10 of the clarification issued vide the Commission's letter of even number dated 8th May, 2014, and to state that the Commission has decided to clarify the same as under :-

1. If the R.O and the Observer are satisfied that the discrepancy is a clerical error and is reconciled with the other records such as relevant entries in the Presiding Officers diary. Mock Poll Certificate etc. then the counting in that EVM may continue after explaining the discrepancy to the candidate/election agents/counting agents.
However, in all such cases, the R.O shall maintain a record of the cases explaining the grounds on which they arrived at the satisfaction that the discrepancy was clerical in nature.
2. If the discrepancy is large or if the R.O and/or Observer are/is not convinced that the discrepancy is clerical error, then the R.O shall report the matter to the Commission and shall not proceed with counting of votes in that particular C.U until the Commission gives further directions.

The instructions on the subject given earlier shall be treated as modified to the above extent.

Yours faithfully,
(Sumit Mukherjee)
Secretary

INSTRUCTION SI. No. 115

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

NO.470/INST/EPS/2014

Dated:-12th May, 2014

To

The Chief Electoral Officers,
All States and Union Territories.

Sub: Counting of votes for General/Bye-elections to the House of Peoples/State Legislative Assembly – clarifications on appointment of counting agents and presence of contesting candidates at counting centre - Reg.

Sir/Madam,

The Commission after having received certain doubts/questions from CEOs/ROs during the Video Conference on counting process held on 09.05.2014, issued some clarifications on the subject captioned above. The doubts expressed and clarification on each of the issues are given below in the form of Questions and Answers for the sake of clarify and reference by all concerned:

(A) Presence of Contesting Candidate in Counting Centre:-

S.No	Doubts/Questions	Clarifications
1.	What are the provisions under R.P. Act, 1951 regarding role and responsibility of contesting candidate or his election agent at counting centre?	<p>Under Section 64 of the R.P. Act, 1951, every contesting candidate, his election agent and counting agents have a right to be present in the counting hall at the time of counting.</p> <p>Further, under the provisions of sub-section 2 of Section 50 of the Representation of the People Act, 1951, a contesting candidate or his election agent may himself do any act or thing which any polling agent or the counting agent of such contesting candidate if appointed, would have been authorized by or under this Act to do, or any assist any polling agent or the counting agent of such contesting candidate in doing any such act or thing”.</p>
2.	Whether a contesting candidate be allowed inside the counting hall alongwith security persons / security persons with arms?	<p>(I)A contesting candidate shall not be allowed inside the counting hall alongwith security persons/security persons with arms. Such contesting candidate shall be permitted with a stipulation that security persons with arms should not get into counting hall. Such candidates should be asked to give an undertaking that they are surrendering their security on their own voluntarily to sit in the counting hall.</p>

		(II) However, Contesting candidates having SPG protectees or other similarly placed Contesting candidates can be permitted to be accompanied inside counting hall only with one SPG personnel in plain clothes. (Clarification conveyed vide Commission's letter no. 464/INST/2014/EPS dated 10th May, 2014)
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(B) Appointment of Counting Agents:-

S.No	Doubts/Questions	Clarifications
1.	Who can be appointed as Counting agents?	Law does not prescribe any specific qualifications for persons to be appointed as counting agents. However, the candidates are advised to appoint mature persons who are above 18 years as their counting agents so that their interests are properly watched. (Clarification conveyed vide Commission's letter no. 464/INST/2014 /EPS dated 9th May, 2014)
2.	Who cannot be appointed as Counting Agents?	Persons who cannot be appointed as Counting Agent are: Any person having security cover provided by the State (both Union and State Govts.) shall not be appointed as counting agent. (i) Any sitting Minister of Union Government. (ii) Any sitting Minister of a State Government. (iii) Sitting Member of Parliament, (iv) Sitting Member of Legislative Assembly/Legislative Council, (v) Chief/Head/Chairperson of Urban Local Bodies, viz., Mayor of a Corporation, Chairperson of Municipality /Nagar Panchayat, (vi) Chairperson of District Level Zila Parishad/Block Level Panchayat Samiti, (vii) Elected Chairpersons of National /State/District co-operative institutions, (viii) Political functionaries appointed as Chairpersons of Central PSUs/State PSUs, Chairperson of Government bodies, Government Pleader/Additional Govt. Pleader, (ix) Any Government servant. (Clarification conveyed vide Commission's letter no. 464/ INST/ 2014 /EPS dated 9th May, 2014
3.	If any person surrenders his security cover for the sake of becoming a counting agent, will he/she becomes eligible for being appointed as counting agent?	No person having security cover will become eligible for being appointed as election agent/counting agent even if he/she surrenders his/her security cover to act as such agent of a candidate during an election. (Clarification conveyed vide Commission's letter no. 464/INST/2014/EPS dated 9th May, 2014)
4.	Is there any stipulation	It is clarified that as per law and the existing

	that only local persons, who are residents of the constituency, shall only be permitted to become counting agents of a candidate for the counting of votes?	instructions of the Commission, there is no such restriction that only local persons shall be permitted to become counting agents for the counting of votes. The candidate is free to nominate any person above 18 years as their counting agents (except those mentioned in the clarification to question No. 2 above) so that their interests are properly watched. (Clarification conveyed vide Commission's letter no. 464/INST/2014/EPS dated 9th May, 2014)
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This may be brought to the notice of all concerned accordingly. A copy of this letter be handed over by the DEOs to each of the Observer on his/her arrival for counting purpose.

Yours faithfully,

(Sumit Mukherjee)
Secretary

INSTRUCTION SI. No. 116

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

NO.470/INST/2014/EPS

Dated:-30th April, 2014

To

The Chief Electoral Officers,
Of all States/ UTs.

Sub: Counting of votes General/Bye-elections to the House of People/State Legislative Assembly-Counting procedure –reg.

Sir/Madam,

The Commission has issued various instructions on counting procedure and identification of counting centres and appointment of Counting Staff / Counting Agents, from time to time, which have been circulated to all the Chief Electoral Officers. In addition to these, some of the instructions were also issued during the General Election to State Legislative Assemblies held in the recent past. These instructions were not circulated all the Chief Electoral Officers. All these instructions have now been incorporated and consolidated in the enclosed letter No. 470/INST/2014-EPS dated 30.04.2014 for convenience of all stakeholders. The gist of these instructions are given below for facility of easy reference:

COUNTING OF POSTAL BALLOT PAPERS (PBs)

Reference No. 470/PB Counting/2013/SDR dated 4th December, 2013

- I. On the day previous to the date of counting, the Returning Officer shall meet the observer and furnish the latest account of the total number of postal ballot papers received back both from the facilitation centres and those received through post. At the time of commencement of counting he should also give similar information to the Observer in respect of postal ballot papers received subsequently and till the time fixed for commencement of counting on the day of counting.
- II. Ideally not more than 500 postal ballots may be counted in one Table at a time in each round. Accordingly, arrange for additional tables, subject to availability of space inside the counting hall, for counting of votes polled by postal ballot. However, ordinarily not more than four counting tables may be provided for counting of postal ballot paper. In each Table for

counting of postal ballot there should be an ARO. Thus there will be as many AROs for counting of postal papers as are the number of Tables provided for counting of postal ballot. For each such Table, there will be one Counting Supervisor and two Counting Assistants. The Counting Supervisor and Counting Assistants for the postal ballot should be Gazetted officers.

- III. Persons involved in postal ballot counting should also be trained about all aspects of postal ballot counting for which there are already detailed instructions of the Commission.
- IV. RO or one of the AROs shall explain and demonstrate the requirements of a valid declaration to all the counting supervisors, assistants and the micro observers before the envelopes of the postal ballot paper are distributed to each of the counting tables and actual scrutiny of the declaration by the counting supervisor.
- V. The RO shall ensure that there is no inordinate delay in scrutiny of the declarations by the AROs and the counting supervisors.
- VI. There shall be an additional micro-observer (GOI or CPSU official) for each table for postal ballot counting.
- VII. All the cases of rejection of postal ballot on account of defects in Declaration in Form 13A should be re-verified by the Returning Officer before they are actually put in the rejected category.
- VIII. As already instructed in the Handbook for Returning Officers, the penultimate (one before the last) round of counting of votes recorded in EVMs shall not commence till the counting of postal ballot is completed in all respects.
- IX. The contesting candidates will be entitled to appoint a counting agent for each Table provided for counting of postal ballot papers**
- X. The additional measure being put in place to expedite the process of counting of postal ballot paper by providing additional counting tables in view of the large number of votes polled by postal ballot may be brought to the notice of contesting candidates in advance so that they can also appoint additional counting agents for the extra tables.
- XI. The Observer shall very closely oversee the process of counting of votes by postal ballot, especially the scrutiny of the declaration in Form 13A. While submitting the report on counting, after declaration of result, the Observer shall include therein a detailed description of the procedure followed for the postal ballot counting. This should specifically make a mention about the total number of postal ballot counting and the total time taken for the counting of PB.
- XII. A postal ballot paper shall not be rejected merely on the ground that the attesting officer has not put his seal on the declaration of the elector in

Form 13-A, if the attesting officer has given all relevant details with regard to his name and designation on that Form. Further, a postal ballot paper shall also not be rejected on the ground that the sender (elector) has not put his signature on the outer cover "B" (Form 13C) in which he has returned the postal ballot paper, if the identity of the sender is verifiable on the basis of his declaration in Form 13-A.

COMPLETION OF PART II – RESULT OF COUNTING OF FORM 17C

- I. Sufficient no. of Part – II of form 17-C (Result of counting) with the names of all the contesting candidates and NOTA below the name of the last contesting candidates shall be pre-printed.
- II. The Commission has directed that the Part-II of Form 17C shall be prepared in duplicate using carbon paper. And both the copies should be got signed from the counting agents present. One copy of the Part-II of Form 17C will be handed over to the RO/ARO for computing round wise tally of votes.

This may be brought to the notice of all concerned.

Yours faithfully,

(Sumit Mukherjee)
Secretary

Enclosure:

1. No.470/INST/2014-EPS dated 30.04.2014
2. No.470/INST/2013-EPS dated 30.04.2014
3. No.470/PB Counting/2013/SDR dated 4th 12.2013
4. No.470/2013/SDR dated 04.12.2013
5. No.470/2013/SDR dated 04.12.2013

INSTRUCTION SI. No. 117

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No. 470/INST/2014-EPS

Date: 30th April, 2014

To

The Chief Electoral Officers of all States and UTs.

Subject: General/Bye-elections to the House of People/State Legislative Assembly- Identification of Counting Centre and appointment of Counting staff/Counting agents –reg.

Sir/Madam,

The Commission has issued various instructions from time to time vide its letters referred above: letters No. 470/2007/PLN-I Dated 29th August, 2007, No. 464/INST/2011/EPS, Dated 12.05.2011, No. 470/INST/2013-EPS dated 2nd May, 2013, No. 470/2009/EPS dated 22nd January, 2009, No. 470/TN-LA/2011, dated 10.05.2011, No. 51/8/7/2010-EMS, dated 20.11.2010, Letter No. 51/8/7/2010-EMS dated 28th April 2011, No. 51/8/7/2010-EMS, dated 7th May, 2011, No. 576 /3 /2001 / JS-II dated 10.07.2001, No.: 470/2009/EPS dated: 22nd January, 2009, No. 51/8/7/2011-EMS Dated: 14th February, 2012, No. 470/2013/SDR Dated: 4th December, 2013.

In order to incorporate the intervening experiences gained during the recent Elections and suggestions received from different stakeholders, all instructions relating to counting have been consolidated and a revised instruction in supersession of all exiting instructions is circulated for information and strict compliance:

A. COUNTING STAFF

- 1.1 Unlike polling staff, counting staff is to be appointed by the concerned Returning Officer.
- 1.2 On the basis of number of counting halls and counting tables to be provided in each counting hall, the RO should assess requirement of counting staff for smooth and fool proof counting. For each table there should be one Counting Supervisor, one Counting Assistant and one

Micro- Observer. From the available database of counting personnel, RO should appoint required number of Counting Assistants and Counting Supervisors (with some reserve), and such other officials as RO may require for assisting him/her in the counting. The RO should also appoint sufficient number of Group D Government employees as counting Assistants to carry the EVMs to and from the counting tables and also for sealing of EVMs after counting.

- 1.3 RO should not appoint as counting staff anyone who has been employed by or on behalf of, or has otherwise been working for a candidate in an election. **Similarly, the Staff of local bodies should also not be used for counting of votes.**
- 1.4 Counting staff appointment should be made in the form given in **Annexure 1.A**. Counting supervisors should preferable be Gazetted officers of the Central or State Government or officers of comparable status from Central/State Government undertakings. The counting assistants also should be selected carefully of good competence/skill. One counting assistant for each AC will be attached as additional counting assistant of ECI Observer for assisting him in parallel counting.
- 1.5 All counting staff should be given intensive training covering practical aspects also using good audio – visual techniques like power point presentation.
- 1.6 Counting personnel appointed for the purpose of counting for simultaneous elections should have a very clear understanding of the layout of the counting hall as well as the tables meant for counting of votes of Assembly election and Lok Sabha election. In case of simultaneous poll, there shall be a separate set of officials entrusted with the duty of supply of control units to the respective tables. Under no circumstances a control unit used for recording the votes of Assembly election, shall be supplied to the table meant for counting of votes for Lok Sabha election and vice-versa.

Randomization of counting officials

- 1.7 The randomization is done in three stages. The District Election Officer shall issue photo-identity cards to all counting staff. After the randomization, explained in the following paragraphs is over, the reserve staff would be seated at as separate space within the counting center/campus.
- 1.8 In 1st randomization, a list of 120% of the required number of officials (Counting Supervisors/Counting Assistants /Micro Observers) required for counting in the district, should be generated (including reserve) randomly, using the software by the District Election Officers one week

prior to the date of counting. Presence of observers is not required at this stage. This is only to identify and select the officials that would be given duty for counting as Counting Supervisors/Counting Assistants/Micro Observers. In no case, at this stage, the identity of the assembly constituency to which the Counting personnel are likely to be deployed should be disclosed. The appointment letters to be issued by the RO concerned.

- 1.9 The Assembly Constituency wise randomization shall be done by the District Election Officers in presence of Observer(s) 24 hours prior to commencement of counting. Thereafter, the Returning Officer shall issue the appointment letters to these officials intimating them about the concerned allotted ACs.
- 1.10 In 3rd randomization the allotment of counting tables in the counting hall, to the Counting Supervisors/Counting Assistants/Micro Observers shall be done by the concerned R.O. in the presence ECI Observer at 5.00 AM on the day of counting. This 3rd randomization can be carried out either manually or by using a computer. In case of manual doing, the senior most observer present would randomly assign the assembly constituency and the table number to the counting officials by the draw of lots i.e. picking up chits of the unique serial numbers assigned to counting officials and the table numbers. The District Election Officers should make all arrangements in advance to ensure quick and smooth conduct of the randomization process. _In case it is done with the aid of a computer, the observers must fully satisfy themselves that the process is free from all errors and that it truly generates the results in random manner.
- 1.11 The District Elections Officers would ensure that videography (with date and time stamping) of entire process of randomization is carried out for record.
- 1.12 The counting officials on reaching the control room at the counting center would be provided the posting details and directed to reach the counting hall of the assigned Constituency at the respective table.
- 1.13 It must be ensured that the whole process of randomization is over by 6:00 am so that the counting officials are able to reach their assigned position conveniently before the scheduled start of the counting process.

Reserve Pool

- 1.14 The officials who have not been assigned any constituency/table would form a reserve pool.
- 1.15 There would be no deployment of officials in shifts as the counting process would normally not take more than 6 to 8 hours. However, the

returning Officers have the liberty of replacing officials in case of any exigency, but this replacement would also be done randomly from pool of officials in reserve after consulting the Observer concerned.

Micro-Observers

- 1.16 Each counting table shall have one micro-observer. The Observer should properly train the micro-observer. The micro-observer shall be responsible for the purity of counting process on his/her respective table.** The micro-observer will invariably be a Central Govt./Central Govt. PSU employee. The Observers may appoint Micro-Observers as per the format given in **Annexure 1.B**. They will note down the details of votes exhibited by the EVMs being counted in each round in that Table. The micro-observers would be provided with a pre-printed statement on which there will be space for noting down the CU No., Round No., Table No., Polling Station Number and thereafter the names of all the contesting candidates as they appear in the ballot paper. They will put their signature at the end of the statement and shall hand over the statement to the Observer after completion of each round.
- 1.17** Further, two additional Micro-Observers should be deployed in each counting Hall every Assembly Constituency who should be entrusted with the following responsibilities:-
- I. One of these two Micro-Observer shall keep a watch over the data entry in the computer placed in the Counting Hall for round-wise compilation of the votes recorded for each candidate. He should ensure that the entries in the Part II of the Form 17C are correctly entered in this computer by the data entry operator.
 - II. The second Micro-Obsever shall assist the Observer and re-check on the printout (of the data entry done in step 1 above) that all data which has been entered is fully correct and complete and in accordance with the statement handed over by the micro-observers after each round of counting received from each counting table.
- 1.18** wherever adequate number of Central Govt. staff is not available, the shortfall will be made good by the Divisional Commissioner by mobilizing the required number of staff from the neighboring districts within the Division wherever the Divisional Commissioner system does not exist, the DEOs of the Neighboring Districts may be instructed to mobilize the required number of staff from their Districts. The additional staff will be given brief orientation training before being deployed at the counting center as above. The additional staff also will be provided an ID Card. The constituency-wise and subsequently Table-

wise deployment of such additional staff shall also be done randomly by the DEO in consultation with the concerned observer.

COUNTING AGENTS OF CANDIDATES

Appointment

- 1.19 Each candidate should be allowed to appoint as many counting agents as the number of counting tables and one more to watch the counting the Returning Officer's table. Hence, RO should inform the candidates about the total number of counting agents they are entitled to appoint. The counting agents are required, under law, to be appointed in Form – 18. Hence any request on a plain paper received from a candidate/election agents should not be accepted by RO. Declaration of counting agents in Form -18 is to be signed by them in ROs presence.
- 1.20 A candidate may also appoint one or more counting agents to attend the counting of postal ballot papers at the place fixed for the purpose by the Returning Officer.

Photo identity cards Badges

- 1.21 Irrespective of the number of contesting candidates, RO should obtain the list of counting agents in Form-18 (in duplicate) with their photographs from all the contesting candidates by 1700 hours on the day three prior to the date fixed for counting of votes. No request on plain paper shall be accepted. On receiving the same, RO should prepare the photo identity cards of the counting agents then and there under ROs seal and signature and issue the same to the contesting candidates and obtain acknowledgement thereof along with 2nd copy of Form 18, which the Counting Agents, after signing the declaration, shall produce before the RO on the day of counting. Please inform the candidates that if the counting agents fail to bring the 2nd copy of Form 18, as aforesaid and photo – identity card, they shall be denied entry in the counting hall. The appointment as counting agent, once made, can be revoked or changed, by making a request in Form 19.
- 1.22 Each counting agent may have a badge indicating whose agent he/she is and the serial number of the table at which he/she will watch the counting. Each counting agents should affix his/her signature in full on the badge immediately after it has been issued to him/her.

PERSONS ALLOWED IN THE COUNTING HALL

- 1.23 Only the following persons can be all inside the counting hall.
- I. Counting supervisors and counting assistants, micro-observers;
 - II. Persons authorized ECI (possessing authority letter duly issued by ECI), and Observer;
 - III. Public servants on duty in connection with the election; and
 - IV. Candidates, their election agents and counting agents.
- 1.24 Before counting begins RO should see that no one else is present in the counting hall.
- 1.25 RO should note that expression of “public servant on duty in connection with election” does not include police officers; such officers whether in uniform or in plain clothes should not, as a general rule, be allowed to enter inside the counting hall without any exception, unless RO decide to call them in for the maintenance of law and order or some similar purpose. Their presence in counting hall without any compelling reason has on occasions given rise to complaints by some candidates or parties or parties that their agents have been overawed by an unnecessary show of force.
- 1.26 RO should also note that the above expression “public servant on duty in connection with election” does not include the Ministers/State Ministers /Deputy Ministers of the Union Govt. or State Govt. They can come inside the counting hall only as candidate. As per ECI instruction, they can’t be allowed to be appointed as election agents or counting agents as they have to be escorted by their security guards who are not be allowed entry into the counting hall. The Commission, has further clarified that even if they voluntarily decided to relinquish their security, they will not be allowed to become counting agent.
- 1.27 As aforesaid, no counting agent shall be admitted into the place fixed for counting, unless he has delivered to RO the 2nd copy of his appointment letter after duly completing and signing the declaration contained therein and also the photo-I card issued by the RO. Similarly, the election agents of the candidates are also required to produce the attested duplicate copy of their appointment letters.
- 1.28 Entry of persons should be strictly regulated as detailed above. No unauthorized person, whosoever he may be, should be allowed to enter the place of counting.
- [N.B. No security personnel accompanying the candidates or their agents should be permitted to enter the counting hall.]**

MAINTENANCE OF DISCIPLINE AND DECORUM AT COUNTING CENTRE SEATING ARRANGEMENT IN THE COUNTING HALL

1.29 The Commission has directed that the seating arrangements for the counting agents of candidates at the counting tables will be arranged by the following categories of priority:-

- I. Counting agents of candidates of recognized National parties;
- II. Counting agents of candidates of candidates of recognized State parties;
- III. Counting agents of candidates of recognized State parties of other States who have been permitted to use their reserved symbols in the Constituency;
- IV. Counting agents of candidates of registered-unrecognized political parties; and
- V. Counting agents of independent candidates.

All counting agents should keep seated near the table allotted to them and should not be allowed to move about all over the hall. They will be seated in their row in the order, in which the names of candidates appear in the ballot paper.

1.29 A- One of the counting agents may sit and watch the proceedings at ROs table, if the candidates or his election agent is not present. However, in order to avoid overcrowding at ROs table, only one person whether the candidate himself or his election agent or his counting agent should be present at a time at ROs table. The contesting candidates and their election agents are free to go around to any part of the counting hall. If both the candidate and his election agent are not present in the counting hall, the extra counting agent at ROs table, then may be allowed to go around any part of the counting hall.

1.30 In the performance of ROs duties, ROs are only bound by the provisions of law and the instructions of the Election Commission. ROs are not, thus, to take orders from or show any favour to any superior officer or any political functionary including but not restricted to Ministers.

1.31 In case RO has a reasonable doubt about the presence of any person in the counting hall, he can have him searched, if necessary, even though the person concerned may be in possession of valid authority letter to enter the place of counting.

1.32 Post Security Personnel on duty at the door or doors of the counting hall. Do not allow any person to enter or leave the room without ROs permission. RO must ensure that completer order and discipline prevail and counting takes place in a professional/judicious manner. RO may send out of the counting hall any person who persist in disobeying his

directions. Counting agent should not be allowed to go to other counting tables, leaving the table assigned to them. The counting staff shall leave the counting hall, only after the result is declared, with the permission of RO. **‘NO Smoking’ should be followed strictly, as a rule at the counting venue.**

- 1.33 Mobile telephones/l-pad/lap-top, or any such electronic device which can record audio or video, are not to be allowed inside the counting centre. The only exceptions will be Commission’s observers. However, computer/ laptop or mobile device, which is required for official use to transmit counting data by ‘GENESYS’ will be allowed RO should ensure this.
- 1.34 Entire counting process must be video-graphed. CD of the recording should be kept in safe custody of the DEO. Video coverage shall be ensured at every stage of counting. This Video coverage shall include the randomization process, the process of opening of strong room, transfer of EVMs from strong room to counting hall, counting hall arrangements, process of counting in general in the counting hall and process of tabulation in general at the Returning Officers’ table, the process of counter checking of two EVMs by the observers and security arrangements in and outside the counting hall/center, presence of candidates and their agents in the counting centers and the process of declaration of result, handing over of certificate of Return of Election, sealing of EVMs after counting and any other significant events of the counting process. The videography should indicate the date and time and the unedited video CDs should be sealed, clearly labeling all the details contained therein, after the counting process is over for future reference. Accordingly, adequate number of video teams may be deployed on the counting day.
- 1.35 A CD containing the record of complete videography of counting process may be given by the Returning Officer to candidates or their election agents free of cost, on specific demand.

B. PREPARATION OF COUNTING CENTRE / HALL:

- 2.1 The counting of votes will be done at counting centers comprising of one or more counting halls. To the extent possible, counting should be done at district HQ, or in exceptional case at Sub-Division HQ. It will be ideal, if votes of all ACs comprised in a PC are counted at one place. But, there is no objection, if an assembly segment is counted at different place since the PC may spread over more than one district. Each counting hall shall be a

separate room walled on all sides preferably with separate exit and entry facilities.

2.2 Each Counting center will have a distinct identity number and within that, each counting hall will also have a distinct identity number.

2.3 Each counting hall shall have separate entry as well as exit doors, duly guarded. Where pre-constructed separate rooms are not available but large rooms are proposed to be divided for creating Halls, each part constituting a Hall will be separated by temporary partition using strong material, preferably CGI sheets. Where the owners of the building have objections to dig holes on the floor, a suitable rigid frame, with CGI sheets fixed on two sides, may be used. The point to be ensured is that after the necessary partitioning, each Hall is an independent room walled on all four sides. It should not be possible for anybody either to move from one hall to another without coming out of the hall. Further, the partition should be so erected that it should be impossible to slip any material from one hall to the other through the partitions.

2.4 Each Hall, shall, without exception, be used for counting for only one assembly constituency/segment at a given point of time. However, if sufficiently big halls are not available i.e. size of the hall doesn't allow placing of more than 8 tables (including the table of the RO/ARO), then counting of one AC can be taken up in two halls. Further, where number of polling stations in an assembly constituency/segment is unusually large, counting may be taken up in two Halls with a maximum of 15 tables each in each hall. All such cases should be personally scrutinized by the DEO/ Observers after taking into account all relevant factors such as number of candidate, number of counting agents etc.

2.5 In cases where two Halls are being used to count an Assembly segment the Polling Station numbers will be pre-allotted to the two Halls (each room being one separate Hall) in advance.

2.5A In case where one Hall is being used to count more than one Assembly Constituency, then take up the counting of votes of the constituency in sequential order as explained hereafter. First the votes of AC (with lower numeral prefix) will be counted, e.g. in case three constituencies are to be counted – AC 1-xxx, AC 4-xxx and AC 9-xxx, then take up counting of AC 1-xxx first, thereafter AC 4-xxx and thereafter AC 9-xxx. In such case, the ROs will need to intimate different time of commencement of counting to the concerned candidates/counting staff and other stake holders.

- 2.6** Assembly Segments must be pre-allotted to each counting hall and this allotment should be made known to all candidates and other stakeholders in advance. Notice to be given to all candidates at least one week before the date, or the first of the dates, fixed for the poll.
- 2.7** The Counting Hall, including partitions as planned, should be got ready at least three clear days ahead of the date of counting and a report sent by each RO to the CEO. CEOs shall send a consolidated report to the Commission.
- 2.8** CEOs, during their tours, will specifically review arrangements proposed and inspect as many counting centers as possible.
- 2.9** In the counting area, a maximum of 14 counting tables (excluding the table of returning Officer and the tables for exclusive counting of Postal Ballots under an ARO) should be placed inside a counting hall (Not more than 500 PBs shall be counted in one table. So please decide how many tables will be needed for PB counting). Important considerations for deciding on the number of counting tables would be the number of Polling Stations, size of the room, the number of counting agents and candidates, and the total number of counting personnel proposed to be deployed and the security aspects. The counting tables should be placed against the barricade of woodblock and wire-mesh behind which the counting agents of candidates shall sit/stand. The agents shall be prevented from having physical access to the EVM but must be able to clearly see and note the contents on the EVM display panel.
- 2.10** The upper limit of 14 counting tables (excluding the Table of Returning Officer and tables to be used for counting of PB) in a counting HALL can be increased only with prior written approval of the Commission. A lower limit may be fixed taking into account all relevant factors. Adequate signage should be got prepared and used appropriately for guidance to counting staff/candidates/counting agents and media persons.
- 2.11** The RO's /AROs table shall be in the counting hall itself. It should be a separate table with a demarcated area. Candidates and their Election Agents will also be seated on this table and watch the counting proceedings. However from the RO's table, they shall not be allowed to access the counting tables on the inner side of the wire-mesh. The Observer table will be alongside to ROs table.
- 2.12** Similarly the table and the computer on which the computation and compilation of data from each table at the conclusion of each round is done shall be in the counting hall alongside the RO's

table where the candidate/agent will also be seated. Under no circumstances it will be in any other room. In case the table is a separate one from RO's table then one additional counting agent besides a micro-observer shall be allowed to sit on that table. The area of tables afore said, shall be clearly demarcated from the rest of the area where counting tables etc. shall be kept.

- 2.13** In addition, in each counting hall there shall be a sufficiently large blackboard/whiteboard on which the candidate's name and round number will be pre-written (since the number of rounds are already planned). After every round, once the observers have certified, the results of that round should be written on that board. ONLY AND ONLY, after this exercise is completed, the EVMs for next round shall be brought from the strong room to the counting hall.
- 2.14** The Observers of the Commission will go for inspection of counting centers during their visit and shall ensure compliance of ECIs all instructions / guidelines. They will send a special/specific report on this to the Commission. They should also obtain relevant drawings of each counting centers and keep it as a part of the record for their final report.
- 2.15** A system of receiving counting related information and complaints in the CEO's place should be set up. For this purpose the staff of CEO's control room (helpline No. 1950) should be properly briefed and activated 72 hours in advance. These arrangements should be advertised through newspapers, radio and other media means.
- 2.16** A layout of a model counting hall is given in **Annexure 1.C and 1.D**
- 2.17** The RO should intimate to the Commission, for its approval, the place fixed for the counting of votes as soon as may be after the last date for the withdrawal of candidatures, but in any case 3 days before the poll day. The Commission has prescribed a proforma in which the proposals are to be sent to Commission, which may please be seen at **Annexure 1.E**. The CEO of a state/UT shall forward to the Commission, after his satisfaction, a summary of counting centres proposed in **Annexure-1.F**.
- 2.18** The counting centre /premise should have adequate parking space, open space, fire-fighting arrangements, un-interrupted power supply with power back up both by generators/inverters, toilets, etc.
- 2.19** Mandatory notice to candidates about the date, time and place of counting, should be given in the forms prescribed by the

Commission vide **Annexure 1.G or 1.H** at least 3 clear days before the date of poll.

- 2.20** If, for any unavoidable reason, RO is unable to do the counting of votes on the appointed date, time or place, he can postpone the counting and fix fresh date/time or place after giving due intimation to ECI forthwith and obtain written prior approval. RO shall give notice of any change in writing to each candidates/election agent.

OFFICIAL COMMUNICATION ROOM/MEDIA CENTRE/ PUBLIC COMMUNICATION ROOM

- 2.21** At each counting center there shall be a communication room for the officials with table/chairs, a telephone with STD, a fax, computer with printer and internet facility attached to it. A hotline, wherever possible, should be provided with CEO. A senior officer should be deployed in this communication room.
- 2.22** Media center has to be set up at each counting place. As far as possible, a separate room of adequate size should be used for this and it would have all reasonable facilities like telephone, fax, data communication network etc. One senior officer preferably from the public Relations Department shall be exclusively designate as in charge of the Media Centre. Each RO shall deploy one of his officers plus other officials to the Media Centre who shall assist in dissemination of counting related information/latest trends etc. among the media personnel. The officials on duty at media centre shall escort the media groups in small manageable numbers to visit counting halls at regular intervals. Such visits will be of short duration only. In the media room, arrangements to keep the mobile phones safely will be made as mobile phones shall not be allowed to be taken inside the counting halls. Use of mobile phones and other communication equipment by media persons shall be allowed from the media center. Proper arrangement of loudspeaker should be made for dissemination of counting trends and result to public and for media.
- 2.23** Since nobody (not even the candidate or RO/ARO etc.) except the ECI observer shall be allowed to carry a mobile phone inside the counting hall, the DEOs/ROs will also arrange another room for the candidates, their agents, counting staff etc. to make use of their mobile phones in case of any need. Public Communication Room should also provide for a senior officer and arrangement for

safe-keeping of the mobiles etc. of the candidates and their agents/representatives and counting staff.

2.24 DEO/RO shall further make all necessary arrangement for on-line data transmission using GENESYS software provided by ECI. Adequate number of PCs. With printer, UPS, fax machine, telephone, exclusive and duly trained specialized official will be there.

2.25 DEO/RO shall make adequate arrangements for Xerox machines for making required number of copies of duly filled/signed Part-II of Form 17C.

C. SECURITY ARRANGEMENTS:

3.1 There should be smooth flow of EVMs between the respective strong rooms where polled EVMs are kept and the counting halls. A proper barricading of the path used for this purpose should be done so that the transportation from strong room to counting hall of an AC is not interrupted by presence of non-officials and media persons. Trespassing through the barricade by any unauthorized person should be duly eliminated. No crisscross movement across the paths of two different ACs is permissible.

3.2 Three tier cordoning system should be set up in all counting premises to prevent the entry of unauthorized persons inside the counting premise. 100 meter periphery around a counting premise/campus should be demarcated as pedestrian zone. No vehicles shall be allowed within this perimeter. Proper barricading of this demarcated zone should be done and the alighting point (same as the pedestrian entry) clearly made out by providing an entry gate into the premise. If a public road cuts across such sanitized zone, then proper traffic diversion plan should be prepared in advance for the counting day. This is 1st cordon of the security ring. Here adequate local police force should be stationed to check the identity of the person seeking entry in. No person without duly issued Authority letter of ECI or photo I-card issued by the concerned DEO or Media pass, duly displayed on his person shall be allowed to cross the 1st cordon. A senior Magistrate shall be posted at the entrance to control crowd and regulate entry.

3.3 The 2nd tier and the middle cordon will be at the gate of counting premise. This will be manned by the State Armed Police of the state concerned. Before allowing the entry of persons into the 2nd cordon, proper frisking should be made by the security personnel to ensure that no prohibited items like matchbox, arms etc. are carried

inside. The frisking shall be done by state police force personnel only. Women shall be frisked only by women police personnel/women HGs. They should also tell that mobiles/l-pad, lap top and similar electronic devices etc. which can record audio/video are not allowed inside the counting hall and they will need to keep it in Media or public Communication Room. The forces deployed at 2nd cordon will also ensure that no one is loitering outside the counting halls and using mobile phones or other communication equipment. (Mobile etc. can only be used from designated rooms as aforesaid at the counting centers).

3.4 The 3rd and the inner cordon shall be at the door of the counting hall. This will be manned largely by Central Armed Police Forces (CAPF). There will be frisking arrangements at this stage too so as to ensure that no mobile phones and other prohibited items are carried inside the counting hall.

3.5 No camera – still or video of the media (except the official video camera for officially recording the entire counting process) is allowed to be fixed inside any counting hall. No camera stand should, therefore, be allowed to be taken inside counting halls by media and journalists. Hand held cameras can be allowed to press corps carrying Media pass issued by the ECI. Further, while taking audio visual coverage of the counting process with camera carried in hand or on shoulders by the media/press, under no circumstances, the actual votes recorded on an individual EVM or ballot paper is to be photographed or covered by audio visual coverage. The location up to which the still and video cameras of the media and press can move, should be indicated by the Returning Officer in advance, marked by a line or a string for guidance of all concerned.

3.6 all entry at all times however, is subject to the over-all requirement of maintenance of law and order, proper decorum and the conduct of peaceful counting.

D. OTHER

STATIONERY TO COUNTING STAFF

4.1 Please provided every counting with the following stationery:

- I. One ballpoint pen of blue link;
- II. A paper knife for breaking the seals;
- III. Part-II of Form 17C in which the names of the candidates are printed in the same order in which they appear on

the ballot paper. The revised FORM 17 C, PART – II is at
Annexure -1.I

IV. Proforma for recording of votes secured by each candidate and NOTA, by Additional Counting Staff/Micro-observer.

4.2 Adequate teams for sealing the EVMs and various envelopes after counting should be made with all necessary paraphernalia. The Nodal Officer for sealing work will keep in his possession safely the ECI Secret Seal and use it, wherever needed.

4.3 A System of receiving counting related information and complaints in the CEO's place should be set up. For this purpose the CEO's control room helpline nos. 1950 should be properly briefed and activated 72 hours in advance. These arrangements should be advertised through newspapers, radio and other media means.

Please bring the contents of this letter to the notice of all concerned, for strict compliance.

Yours faithfully,

(Sumit Mukherjee)
Secretary

APPOINTMENT OF COUNTING SUPERVISOR/ASSISTANTS

ORDER

No.

Dated :

Election to the House of the People /Legislative AssemblyConstituency

I(name).....(designation) appoint the
persons whose names are specified below to act as Counting Supervisors/Assistants and to attend
atfor the purpose of assisting me in the counting of votes
at the said election.

1.

2.

Place

Signature

Date

Returning Officer

APPOINTMENT OF MICRO OBSERVERS

ORDER

No.....

Dated:.....

Election to the House of People/ Legislative Assembly.....Constituency

I.....(name).....(designation) appoint the persons whose names are specified below to act as Micro Observers for counting and to attend at for the purpose of assisting me in observing the counting of Votes at the said election.

1.....

2.....

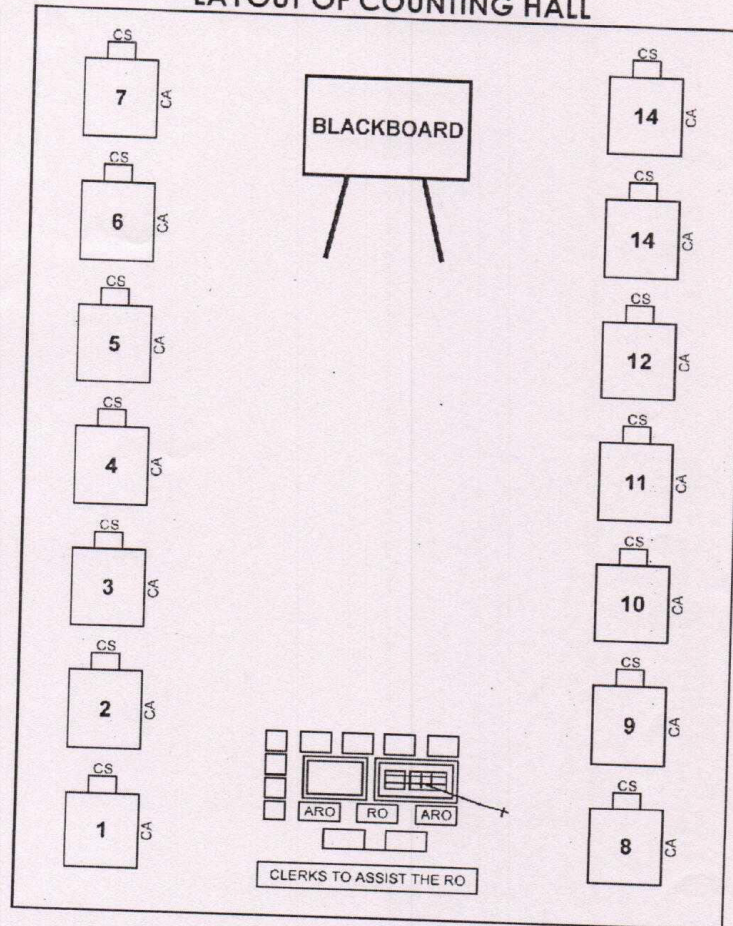
Place.....

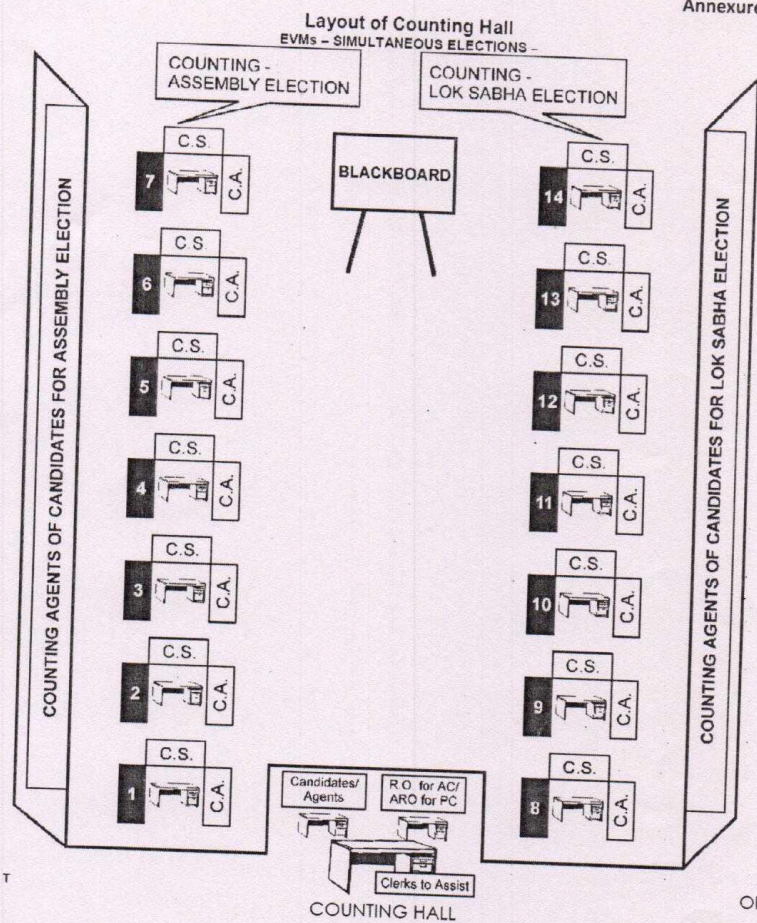
Date.....

Signature.....

Observer.....

LAYOUT OF COUNTING HALL





Election Commission of India
INFORMATION SHEET ON COUNTING CENTRES

State/UT Code :		State/UT Name :	
A. Basic Information			
(a) Counting Centre No. :		(b) Category : Urban/Rural	
(c) No. of Parliamentary Constituencies proposed to be covered in this Centre :			
Sl. No.	PC No.	PC Name	PC Type (Gen/SC/ST)
1.			
2.			
3.			
(d) Building			
(e) Area-ID (Particulars of the Street/locality/ area in which the building is situated):			
(f) Village/Town/Metro Name ^{*1} :			
(g) Police Station No.:		(h) Police Station Name :	(k) Pin Code
(i) District No. :		(j) District Name :	
(l) Confirm is the Strong Room for storing Polled Ballot Boxes After the Poll is located in the counting centre itself : Yes/No			
(m) If the answer in (1) above is 'No', name of place where the Strong Room is located, its distance from the Counting Centre and the reasons for choosing this location :			
(n) Whether sufficient space/shelter is available near the Strong Room for the Security Guards & agents of the candidates to keep watch : Yes/No (Please give details in item E(b)).			
(o) Distance From Police Station of which the Counting Centre forms a part (in Kms.) :			
(p) ECI's approval date :			
(q) Attached Media Centre No. & Name :			
B. Facilities/Infrastructure Available (Please Tick)			
(a) Type of Structure : Pucca/Kuchcha		(b) Adequate Storage Space : Yes/No	
(c) Water : Yes/No		(d) Toilet : Yes/No	
(e) First-aid facilities : Yes/No		(f) Regular electricity availability : Yes/No	
(g) Arrangements proposed for emergency lighting :			
(h) fire-fighting arrangements proposed :			

^{*1} Strike out whatever is not applicable.

*³ AC Nos. should be given in the order in which the counting is proposed to be taken up.

16

(c) Name : (d) Designation : (e) Full Address : (use stamp, if available)	Place :
	Signature :
F. For use by CEO	
(a) Remarks :	
Continued on continuation sheet no. _____ No. of continuation sheets added : _____	
(b) Name : (c) Address : (use stamp, if available)	Date :
	Place :
	Signature :

*4 Phone/fax nos. should be obtained in advance, even though these may be made operational later.

Election Commission of India
INFORMATION SHEET ON COUNTING CENTRES

Continuation Sheet for CEO's Comments

State/UT Code :	State/UT Name :
A. (a) Counting Centre No.:	
F. For use by CEO	
(b) Remarks (contd.) :	
Continued on continuation sheet no. _____ No. of continuation sheets added : _____	
(b) Name:	Date:
(c) Address:	Place:
(Use stamp, if available)	Signature

Explanatory Notes

Item No.	Item	Explanation
	State/UT Code	Code assigned to the State/UT: S01 to S25 and U01 to U07 for UTs in alphabetical order (List of codes enclosed)
A(a)	Counting Centre No.	No. assigned to the Counting Centre Within each State/UT. Running Serial numbers for Counting Centres have to be given, starting from 1
A(b)	Building	Name of the Building of the Counting Centre
A(c)	Area-ID (Particulars of Street/locality/area in which the building is situated)	Geographical identification details like Street, Mohalla, Locality, Area etc. where the building of the Counting Centre is situated. This should help to quickly locate the building.
A(d)	Police Station No.	No. assigned to the Police Station within the District. Running serial number, starting from 1, should be assigned to Police Stations within each District.
A(e)	District No	No. assigned to the Revenue District within the State/UT. Running serial nos., starting from 1, should be assigned to the districts in a State/UT.

Note : The Police Station No and District No should be the same as assigned to these units in the control tables defined in the detailed data structures, which were circulated to the States/UTs in connection with Computerization of Electoral Roll, 1998 vide Commission's letter No. 23/97/PLN-II dated 29th September, 1997. If these unique identification numbers for the various units have not been assigned so far, the verifying officers may leave the respective fields blank, but the names of the different units must invariably be filled up in the form.

Annexure 1.E contd

State/ UT Code	Name of State/ UT	Short Name of State/ UT
S01	Andhra Pradesh	AP
S02	Arunachal Pradesh	AR
S03	Assam	AS
S04	Bihar	BR
S05	Goa	GA
S06	Gujarat	GJ
S07	Haryana	HR
S08	Himachal Pradesh	HP
S09	Jammu & Kashmir	JK
S10	Karnataka	KT
S11	Kerala	KL
S12	Madhya Pradesh	MP
S13	Maharashtra	MT
S14	Manipur	MR
S15	Meghalaya	MG
S16	Mizoram	MZ
S17	Nagaland	NG
S18	Orissa	OR
S19	Punjab	PB
S20	Rajasthan	RJ
S21	Sikkim	SK
S22	Tamil Nadu	TN
S23	Tripura	TP
S24	Uttar Pradesh	UP
S25	West Bengal	WB
S26	Chhattisgarh	CG
S27	Jharkhand	JH
S28	Uttarakhand	UT
U01	Andaman and Nicobar Islands	ANI
U02	Chandigarh	CHND
U03	Dadra and Nagar Haveli	DNH
U04	Daman and Diu	D&D
U05	NCT of Delhi	DL
U06	Lakshadweep	LKD
U07	Puducherry	POND

NAME OF THE STATE/U.T.:

[illegible]

Signature _____

Name of Chief Electoral Officer : _____

State/UT _____

Annexure 1.G

NOTICE TO CANDIDATE OR THEIR ELECTION AGENTS REGARDING THE DATE, TIME AND PLACE
FOR COUNTING

Election to Lok Sabha.....Legislative Assembly Constituency (When
Counting takes place at one place)

In pursuance of rule 51 of the Conduct of Elections Rules, 1961, I hereby give notice that I have, in
accordance with the said rule, fixed the.....day of (month).....20.....a.m./p.m. as the
date and time for the counting of votes in the Constituency and (Place) in.....as the
place for such counting.

Place

Signature

Date

Returning Officer

To

All candidates or their election agents.

**NOTICE TO CANDIDATE OR THEIR ELECTION AGENTS REGARDING THE DATE, TIME AND
PLACE FOR COUNTING**

Election to Lok Sabha..... Legislative Assembly Constituency (When
Counting takes place at more than one place) In pursuance of rule 51 of the Conduct of Elections
Rules, 1961.

In pursuance of rule 51 of the Conduct of Elections Rules, 1961, I hereby give notice that I have fixed
the date, time and places of counting for the different Assembly segments of this Parliamentary
Constituency as specified below:

Name of the Assembly Constituency	Date and Time	Place of Counting
--------------------------------------	---------------	-------------------

The Postal ballot papers of the entire Parliamentary Constituency will be counted, and the results of
poll at all the polling stations will be consolidated at.....(Place) on.... (date)
.....at.....(time).

Place

Signature

Date

Returning Officer

To All
Candidates or their election agents.

FORM 17 C
PART II - RESULT OF COUNTING

Annexure 1.I

Sl No. of Candidates	Name of Candidates	Number of votes as displayed on control unit	Number of test votes to be deducted as per item 5 of Part I	Number of valid votes (3- 4)
(1)	(2)	(3)	(4)	(5)
1.	A	ab
2.	B	cd
3.
4.
5.
6.	None of the Above	xy
TOTAL				

Whether the total number of votes shown above tallies with the total number of votes shown against item 6 of Part I or any discrepancy noticed between the two totals.

Place.....

Date.....

Signature of Counting Supervisor
Full Signature

Name of candidate/ election agent/ counting agent

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

Place.....

Date.....

Signature of Returning Officer

INSTRUCTION SI. No. 118

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No. 470/INST/2014-EPS

Dated: 30.04.2014

To

The Chief Electoral Officers
of all States and UTs.

Ref: ECI letters No. 470/2007/PLN-I Dated 29th August, 2007, No. 464/INST/20011/EPS, Dated 12.05.2011, No. 470/INST/2013-EPS Dated 2nd May, 2013, No. : 470/2009/EPS Dated : 22nd January, 2009, No. 470/TN-LA/2011, dated 10.05.2011, No. 51/8/7/2010-EMS, dated 20.11.2010, Letter No. 51/8/7/2010-EMS dated 28th April 2011, No. 51/8/7/2010-EMS, dated 7th May, 2011, No.576/3/2001/JS-II dated 10.07.2001, No. : 470/2009/EPS dated: 22nd January, 2009, No. 51/8/7/2011-EMS Dated: 14th February, 2012, No.470/2013/SDR Dated: 4th December, 2013.

Subject: Counting of votes for General/Bye-elections to the House of People/State Legislative Assembly – Counting procedure – regarding.

Sir/Madam,

I am directed to state that on a counting day the counting staff and counting agents should be asked to reach respective counting centres at least one hour before the hour fixed for commencement of the counting and take their position at the allotted table. The table wise allotment of counting staff will be made known to them at the reporting counter. The counting procedure till the declaration of result is reproduced, as a comprehensive guideline in, supersession of existing guidelines /instruction, for compliance in all future elections to Lok Sabha and Legislative Assembly.

Date, time and place of counting of votes

The date, time and place of counting shall be decided, in advance, and shall be intimated in writing to the contesting candidates in advance, in any case, 3 clear days before the date of poll.

It is pertinent to mention, that the counting of votes of a constituency shall not commence, if adjourned poll in any polling station(s) ordered by the ECI, is pending. However, there is no objection to commencement of counting, if re-poll has been ordered by the ECI at some polling station(s) and that re-poll is taking place on the day of counting. In such case, the polled EVMs from the polling station will be brought direct to counting centre and counted. However, in such case, the penultimate round of counting shall start only after polled EVMs, from the polling stations having re-poll are received in the concerned counting hall under full security escort.

COUNTING PROCEDURE:

OPENING OF THE STRONG ROOM

1. The RO should commence the counting at the hour fixed for the purpose. The strong room, where polled EVMs are kept under safe custody, should be opened, in the presence of RO/ARO(s), candidates/ election agents and ECI observers. After making necessary entries in the log book maintained for the purpose, the seal of the lock should be checked and then broken. Entire proceedings shall be video-graphed with due date-time stamping.

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COUNTING OF VOTES IN COUNTING HALL

2.1 Everyone present in the counting hall should be instructed to maintain secrecy of vote. For that purpose, RO should read out aloud the provisions of section 128 of the Representation of the People Act, 1951.

2.2 Under Rule 60 of the Conduct of Rules, 1961, counting shall be continuous. No unauthorized person should be in the counting hall. During the entire counting process complete discipline and decorum shall be maintained. Under Rule 53(4), the RO has authority to ask anybody to go out of counting centre, if he misconducts himself and/or disobeys any rightful direction of the RO.

COUNTING OF POSTAL BALLOT PAPERS (PBs)

3.1 As per the requirement of rule 54A of C.E. Rules, 1961, the postal ballots shall be taken up for counting first at the Returning Officer's table. **Under the law (rule 54A) the postal ballot papers are to be counted first. It is clarified further that it is not necessary to wait for the counting of postal ballots to be completed before counting of votes recorded in EVMs starts. After a gap of 30 minutes from the commencement of counting of postal ballot papers, the counting of votes in EVMs can start. Counting of postal ballot papers shall be done at RO Table. All postal ballot papers received should be brought before the RO. Only such postal ballot papers as are received before the hour fixed for commencement of counting shall be counted.**

3.2 On the day previous to the date of counting, the Returning Officer shall meet the observer and furnish the latest account of the total number of postal ballot papers received back both from the facilitation centres and those received through post. At the time of commencement of counting he should also give similar information to the Observer in respect of postal ballot papers received subsequently and till the time fixed for commencement of counting on the day of counting.

3.3 Ideally not more than 500 postal ballots may be counted in one Table at a time in each round. Accordingly, arrange for additional tables, subject to availability of space inside the counting hall, for counting of votes polled by postal ballot. However, ordinarily not more than four counting tables may be provided for counting of postal ballot paper. In each Table for counting of postal ballot there should be an ARO. Thus there will be as many AROs for counting of postal ballot papers as are the number of Tables provided for counting of postal ballot. For each such Table, there will be one Counting Supervisor and two Counting Assistants. The Counting Supervisor and Counting Assistants for the postal ballot should be Gazetted officers.

3.4 Persons involved in postal ballot counting should also be trained about all aspects of postal ballot counting for which there are already detailed instructions of the Commission.

3.5 RO or one of the AROs shall explain and demonstrate the requirements of a valid declaration to all the counting supervisors, assistants and the micro observers before the envelopes of the postal ballot papers are distributed to each of the counting tables and actual scrutiny of the declaration by the counting supervisor.

3.6 The RO shall ensure that there is no inordinate delay in scrutiny of the declarations by the AROs and the counting supervisors.

3.7 There shall be an additional micro-observer (GOI or CPSU official) for each table for postal ballot counting.

3.8 All the cases of rejection of postal ballot on account of defects in Declaration in Form 13A should be re-verified by the Returning Officer before they are actually put in the rejected category.

3.9 As already instructed in the Handbook for Returning Officers, the penultimate (one before the last) round of counting of votes recorded in EVMs shall not commence till the counting of postal ballot is completed in all respects.

3.10 The contesting candidates will be entitled to appoint a counting agent for each Table provided for counting of postal ballot papers.

3.11 The additional measure being put in place to expedite the process of counting of postal ballot paper by providing additional counting tables in view of the large number of votes polled by postal ballot may be brought to the notice of contesting candidates in advance so that they can also appoint **additional counting agents for the extra tables.**

3.12 The Observer shall very closely oversee the process of counting of votes by postal ballot, especially the scrutiny of the declaration in Form 13A. While submitting the report on counting, after declaration of result, the Observer shall include therein a detailed description of the procedure followed for the postal ballot counting. This should specifically make a mention about the total number of postal ballot papers received for counting, no. of PB rejected, no. of tables provided for postal ballot counting and the total time taken for the counting of PB.

3.13 All PBs received by the RO up to the hour fixed for commencement of counting shall be counted, so all such PBs should be brought before the RO. Please note that no 'Cover -B' in Form 13-C which contains the PB, received late after the time fixed for the commencement of counting shall be opened and counted [Rule 54A(2)], and a suitable endorsement to that effect on the cover in Form 13-C should be made on each such cover received after the commencement of counting. Thereafter these Covers in Form 13C will be put into a larger cover and sealed, before proceeding further.

3.14 All postal ballots received till the time fixed for commencement of counting of votes shall be opened for counting. For counting of the postal ballots following points /stages must be scrupulously followed –

- (i) All cover 'B' in Form 13-C containing postal ballot papers, which were received in time by the Returning Officer, are to be opened one after another.
- (ii) On opening the cover "B" in Form 13C, two documents are required to be found inside. The first is -the declaration by the voter in Form 13-A and the second is -the inner "Cover A" (Form 13-B) containing the postal ballot paper. Before opening the cover "A" containing the postal ballot paper, the Returning Officer shall check the declaration (Form 13-A).
- (iii) He shall reject a postal ballot paper without opening its inner cover (Form 13-B) in any of the following cases:
 - (a) If the declaration in Form 13-A is not found inside the cover "B" in Form 13-C;

- (b) If the declaration has not been duly signed by the elector or has not been duly attested by an officer competent to do so or is otherwise substantially defective;
- (c) If the serial number of the ballot paper appearing on the declaration in Form 13A is different from the serial number as endorsed on the inner cover "A" in Form 13-B.

NOTE - A postal ballot paper shall not be rejected merely on the ground that the attesting officer has not put his seal on the declaration of the elector in Form 13-A, if the attesting officer has given all relevant details with regard to his name and designation on that Form. Further, a postal ballot paper shall also not be rejected on the ground that the sender (elector) has not put his signature on the outer cover "B" (Form 13C) in which he has returned the postal ballot paper, if the identity of the sender is verifiable on the basis of his declaration in Form 13-A.

- (iv) All such rejected covers "A" in Form 13-B containing the Postal Ballot Paper should be suitably endorsed by the RO or the dedicated ARO, and will be back with the respective declarations in the larger covers "B" in Form 13-C.
- (v) All such larger covers "B" will be kept in a separate packet, which will be sealed by the RO/ARO concerned and full particulars, such as the name of the Constituency, the date of counting and a brief description of the content will be noted thereon for identifying the packet.
- (vi) Thereafter, the RO/ARO will proceed to deal with the remaining covers "A" in Form 13-B, i.e., other than those rejected as aforesaid. In order to protect the secrecy of the postal votes, all the declaration in Form 13-A which are found on scrutiny to be in order should first be placed in a separate packet and sealed. **It is necessary to put these declarations away in a sealed packet before any ballot papers are brought out of their covers "A" in Form 13-B, to ensure secrecy of vote** as the declarations contain the names of the voters along with the respective serial numbers of their postal ballot papers.
- (vii) Thereafter, the RO/ARO will proceed to open the covers "A" in Form 13-B one after another to take out the postal ballot papers contained in them. The RO /ARO will scrutinize every such ballot paper and decide its validity.

A postal ballot paper will be rejected on the following grounds:-

- (a) If no vote is recorded thereon; or
- (b) If votes are given on it in favour of more than one candidate; or
- (c) If it is a spurious ballot paper; or
- (d) If it has been so damaged or mutilated that its identity as genuine ballot paper cannot be established; or
- (e) If it is not returned in the cover "B" sent along with it to the elector by the Returning Officer; or
- (f) If the mark indicating the vote is made in such a way that it is doubtful to make out the candidate to whom the vote has been given; or
- (g) If it bears any mark or writing by which the voter can be identified.

NOTE -There is no particular mark required by law to be made by a voter to indicate his/her vote on a PB. Any mark can be accepted as valid so long as it has been so made on the PB that the intention of the voter to vote for a particular candidate is clear beyond any reasonable doubt. Thus a mark made anywhere in the space allotted to a candidate will be taken as a valid vote in favour of the candidate concerned.

(viii) The valid votes will then be counted and each candidate credited with the votes given to him. The total number of postal votes received by each candidate so counted will be entered in the result sheet in Form 20 and announced for the information of the candidates/election agents/counting agents.

(ix) Thereafter all the valid postal ballot papers and all rejected postal ballot papers will be separately bundled and kept together in a packet and sealed with the seal of the RO and the seals of such of the candidates, their election agents or counting agents, as may desire to affix their seals thereon.

3.15 In case the victory margin is less than total number of postal ballots received then there should be a mandatory re-verification of all postal ballots. In the presence of Observer and the RO all the postal ballots rejected as invalid as well as the postal votes counted in favour of each and every candidate shall once again be verified and tallied. The Observer and the RO shall record the findings of re-verification and satisfy themselves before finalizing the result. The entire proceeding should be videographed without compromising the secrecy of ballot and the video-cassette/CD should be sealed in a separate envelope for future reference.

COUNTING OF VOTES RECEIVED BY POST FOR PARLIAMENTARY CONSTITUENCY

4.1 The Assistant Returning Officer for the Parliamentary Constituency who will count the votes polled at a component assembly segment will have nothing to do with counting of the postal ballot papers for the Parliamentary Constituency. According to Rule 65 of the Conduct of Elections Rules, 1961, if votes are counted at more places than one (as in most cases they will be in the case of Parliamentary election), the provisions of rule 54-A of the said rule will apply only to the counting at the last of such places. It is possible to regard the place at which the Returning Officer finally counts and declares the result as the last place of counting in a point of time. In other words, the procedure for the RO of the PC will be to get Part-I of Form 20 final result sheet duly completed by the Assistant Returning Officer.

COUNTING OF VOTES RECORDED IN EVMs

DISTRIBUTION OF CONTROL UNITS AND GENERAL PROCEDURE

5.1 After 30 minutes of the commencement of postal ballot counting, the EVM counting can start. However, the penultimate round of EVM counting shall not commence unless the postal ballot counting is over.

5.2 While RO may still be engaged in counting the postal ballot papers, the work of distribution of control units of voting machines on the various counting tables can start. The EVMs should be brought under escort from the strong room to the counting hall. Distribution of control units to the counting tables should be done in the serial order of the polling stations, i.e. in the 1st round of counting; CU used at PS No. 1 should be given to counting table number 1, that of PS No. 2 to counting table number 2, and so on. Similarly, for counting of votes for simultaneous elections, in the 1st round of counting, control unit for Assembly election used at polling station number 1 should be given to table number 1 and the control unit used for Lok Sabha election at polling station number 1 should be given to table number 8 which should be the first table for the counting of votes for Lok Sabha election and so on. **Extra care has to be taken to ensure this arrangement and to ensure this a senior officer may be appointed to function as nodal officer.** Keep an account of such distribution with RO for his information.

5.3 Please take care that only after all EVMs of a particular round are properly counted, ECI observer having done parallel counting of two randomly selected EVMs, and round wise tabulation is completed, and round wise result is announced by the RO and the RO has signed on Part-II of Form 17 C in respect of all EVMs counted in a round as well as round wise tabulation statement in the prescribed performa, the EVMs for next round are brought in the counting hall after getting verbal clearance of RO/ARO.

5.4 Please also ensure that in the case of counting for simultaneous elections, the next round of counting shall be taken up only after the counting in the previous round, in respect of both Assembly and Parliamentary elections is completed and Control Units used in the polling stations covered by the round completed are removed from the counting tables.

5.5 At the time of counting, only the control unit of the EVM is required for ascertaining the result of poll at the polling station at which the control unit has been used. The ballot units may leave to be kept in the strong room.

5.6 Along with the control unit used at a polling station, sealed cover containing the relevant Account of Votes Recorded in Part- I of Form 17C pertaining to that polling station shall also be supplied to the counting table. Also supply adequate number of Part-II of Form 17C (with candidates' names pre-printed).

**(PROCEDURE TO BE FOLLOWED BEFORE COUNTING OF VOTES
FROM CONTROL UNITS)**

OPENING OF CARRYING CASES OF CONTROL UNITS AND CHECKING OF SEALS

6.1 **Before taking out the Control Unit from its carrying case, seals (address tags) affixed by the Presiding Officer on the carrying case is should be examined and ensure from address tags and Form 17C that it is the same control unit, which was actually used at that particular PS.**

6.2 **If the seals put on the carrying case are intact, remove the seals from the carrying case, take out the control unit and place it on the counting table for the inspection and checking of seals [Pink Paper Seal (PPS), the Outer Paper Seal (OPS), the special tag, the Green Papers Seals (GPS)] thereon by the candidates or their agents present at the counting table.**

The following steps may be taken for comparison of the serial number of the paper seal:

- (i) Remove the outer strip seal and the seal on the outer cover of the Result Section and open that cover.
- (ii) On opening the outer cover of the Result Section you will see the inner cover sealed with the special tag and seal of the Presiding Officer. Check this seal also. Even if the seal is not intact, the control unit could not have been tampered with if the paper seal is intact and has not been tampered with.
- (iii) In the inner cover of the Result Section, there will be green paper seals. Instructions have been issued that the green paper seal should be so fixed that the two open ends of the seal project outwards from the sides of the inner compartment in which the result buttons are located. On one such open end of the paper seal will be the printed serial number of that seal. That serial number on the paper seal should be compared with the serial number as given in the paper seal account prepared by the Presiding Officer in Item 9 of Part I of Form 17C.
- (iv) Allow, without fail, the candidates or their agents present at the counting table also to compare such serial numbers of the paper seal and special tag and satisfy themselves that the paper seal and special tag are the same which had been fixed by the Presiding Officer at the polling station before the commencement of poll.
- (v) If the serial number of the paper seal actually used in the control unit does not tally with the serial number as shown by the Presiding Officer in the paper seal account,

it may be that the paper seal account contains a mistake or there would be a prima facie suspicion that the voting machine has been tampered with. Decide the question by checking the serial numbers of the unused paper seal returned by the Presiding Officer and other relevant circumstances including complaints, if any, made by the candidates or their agents at the polling station. If RO find it to be the case of clerical mistake, ignore the discrepancy.

6.3 If the seals of a carrying case are not intact, in that case also remove the seals from the carrying case, take out the control unit to ensure that other seals affixed/ put on CU, are intact. In case the seals affixed/put on CU are not intact, the Control Unit could not have been tampered with if the paper seal (Green Paper Seal) put on the inner cover of the Result Section is intact. If the paper seal (Green Paper Seal) is not intact, it should immediately be brought to the notice of the Returning Officer and in no case the counting of votes of that particular CU shall be taken or counted without approval of the Commission.

In case, RO is satisfied that the voting machine has been tampered with, or is not the same which was supplied for use at that polling station, the machine should be kept apart and the votes recorded therein should not be counted. RO should report the matter to the Election Commission. Under the law, it is not necessary to adjourn the entire counting if any voting machine has been found by RO to have been tampered with. RO should, therefore, proceed with the counting in respect of the other polling stations.

ASCERTAINING THE RESULT

7.1 The Commission has further directed that during each round of counting, Counting Supervisors will ensure that at the time of pressing the result button on the control unit of the EVM, the counting agents of all candidates are shown the display panel of the control unit to their satisfaction so that they can note down the votes polled in favour of each candidate as displayed on the control unit display panel. For this purpose, the control unit may be kept lifted, by the counting assistant in such manner and position that the display panel is clearly visible to the counting supervisor, and micro observer sitting on the counting table, and also to counting agents of candidates sitting across the wire-mesh/fence. In case, any counting agent desires to have the result displayed on EVM more than once, it shall be done to the satisfaction of the counting agents.

7.2 After satisfying that the paper seal is intact, the control unit is the same as was supplied at the polling station and there is no tampering with the same, the votes recorded therein shall be counted. For counting of votes recorded in the machine, the following procedure should be followed:-

- i. Switch 'on' the control unit by lifting the power switch provided in the rear compartment to 'on' position. The On' lamp in the Display Section of the control unit will then glow green.
- ii. Pierce the paper seal over the Result I/Result Button provided below the upper aperture of the inner cover of Result Section.
- iii. Press the Result I/Result Button.
- iv. At the Result I/Result Button being so pressed, the total number of votes recorded for each candidate the polling station shall be displayed automatically in the Display Panels of the control unit. Supposing, there are six contesting candidates and the total number of votes is 758.

In case of pre-2006 EVMs

cd	6
to	758
01	109
02	59
03	77
04	263
05	38
06	02
—	—

(This is only an example)

[N.B. Result II Button is not used as for
a simultaneous poll a separate CU is used.]

In case of post-2006 EVMs

COMPUTING RESULT

POLL RESULT

PDT _ _ _ _ _

PST _ _ _ _ _

PET _ _ _ _ _

SL NO - _ _ _ _ _

CANDIDATES

6

**TOTAL POLLED
VOTES - 758**

**CANDIDATE - 01
VOTES - 109**

**CANDIDATE - 02
VOTES - 59**

**CANDIDATE - 03
VOTES - 77**

**CANDIDATE - 04
VOTES - 103**

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- v. The counting supervisor shall note down, carefully, the above result as displayed sequentially candidate-wise in 'Part II - Result of Counting' of Form 17C.

7.3 If required, press the Result I Button again to enable the candidates and/or their agents to note down the above result.

7.4 After the result has been noted, close the cover of Result Section and switch 'OFF' the control unit.

7.5 While calculating the percentage of Votes polled in a Polling Station, the votes cast by EDC Voters may be added to total votes polled by the Electors of that Part but the percentage may be calculated with reference to total Voters assigned to that Polling Station vis-à-vis Part of the Electoral Roll. However the Instruction issued in Para 24 of ECI Instructions issued vide letter no. 52/2014-SDR/ Dated: 7th March, 2014 on the subject "Guidelines for issue of Election Duty Certificates – regarding" to indicate the EDC Voters separately in Item No. 1 of Form 17 C (Part – I) shall be followed so that there is no discrepancy at the time of counting of Votes.

COMPLETION OF PART II - RESULT OF COUNTING OF FORM 17C

8.1 As the votes secured by each candidate are displayed on the Display Panels of the control unit, the counting supervisor should record the number of such votes separately in respect of each candidate in 'Part II - Result of Counting' of Form 17C. He should also note down in the said Part II of Form 17C whether the total number of votes as shown in that Part tallies with the total number of votes shown against Item 6 of Part I of that Form or any discrepancy has been noticed between these two totals. After completing that Form in all respects, the counting supervisor should sign it. He should also get it signed by the candidates or their agents present at the counting table.

8.2

- (i) Sufficient no. of Part – II of form 17-C (Result of counting) with the names of all the contesting candidates and NOTA below the name of the last contesting candidate shall be pre-printed.
- (ii) The Commission has directed that the Part-II of Form 17C shall be prepared in duplicate using carbon paper. And both the copies should be got signed from the counting agents present. One copy of the Part-II of Form 17C will be handed over to the RO/ARO for computing round wise tally of votes.
- (iii) The other copy of the Part-II will be collected from each table by an official specially designated by the RO. He will make photocopies for distribution among the counting agents present at respective Counting Tables for their record and verification. The starting of the next round of counting need not wait till distribution of these copies is complete. This can go on simultaneously. Therefore, necessary arrangements for photocopying shall be made in each counting hall.
- (iv) The original second copy should be returned to the Counting Supervisor of the respective table. They will keep the copy of each round of EVM counting and at the end of the counting put them in an envelope super scribed "Duplicate copy of result of counting in Form 17C-Part-II", mention the Table No., total number of rounds counted and the Name of the Counting Supervisor and handover the envelope

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personally to the R.O./A.R.O. after completion of counting. This packet should be sealed and kept separately by the RO along with other documents.

8.3 The Commission has also directed that when tabulation sheet of each polling booth (Form-17-C) is received at the RO's table, it will be the responsibility of the Returning Officer to show it to the candidates/their election agents/counting agents sitting at the Returning Officer's table to enable them to note down the results of each candidate for each polling station. RO should countersign the Form after satisfying himself that the same has been properly filled and completed in all respects. The Form so countersigned by the Returning Officer should be sent to the officer who is compiling the final result and preparing the Final Result Sheet in Form -20.

8.4 Further, RO should either announce or cause the entries of votes polled by each candidate **after each round** on a display-board of minimum size of 6x9 feet to be put up conspicuously so that each counting agent can see and note down /cross check the entries and RO/ARO can announce through public address system. This will enable RO to proceed uninterruptedly with the counting of votes at other polling stations.

8.5 It is possible that a particular CU used at a polling station does not display result due to technical mal-functioning of the same, then technicians of BEL/ECIL, as the case may be, be called to retrieve data. If they also are not able to do so, then that EVM shall be sealed and kept aside and need not be counted. It must, without fail, be brought to notice of Election Commission of India and CEO of your state/UT, for further directions. The counting of remaining machines will continue unabated. If any machine has been kept apart and not counted for this reason or for being found tampered with, then Commission's written prior approval will be needed (Even if the margin between first two candidates is more than the total voters of the concerned polling station) before declaring the result of the election from that constituency.

PREPARATION /COMPILATION OF FINAL RESULT SHEET – FORM 20

PREPARATION

9.1 The officer in-charge of compiling the final result and preparing the Final Result Sheet in Form 20 should make entries on that Form showing the votes polled by each candidate polling station wise strictly in accordance with the entries made in 'Part II Result of Counting' of Form 17C in respect of each polling station. The number of tendered votes polled, if any, at a polling station should also be noted in the appropriate column in Form 20 against the polling station concerned including the number of tendered vote recorded as per the report of the Presiding Officer. Tendered votes are not counted.

CROSS CHECKING

10.1 In addition to above, on the basis Form 17C duly completed by counting supervisors, RO shall get prepared a round wise statement in the following Proforma. A copy of the detailed polling station-wise round-wise breakup of the votes as shown in the said Proforma will be kept by the Observer in his folder. In addition, on the computer installed in the Counting Hall where parallel tabulation work will be done in an Excel Sheet to counter check any human error. This data entry will also be done Polling station wise and Round wise. Even though computer tabulation will not substitute the manual tabulation being done for obtaining final result of the counting of votes, the Computer based parallel tabulation/totaling will be helpful as a double check on the accuracy of manual tabulation. The said data shall be entered in the excel sheet in the computer and a print out of the same shall be taken out and compared by the observer and also be signed by the officer.

Annexure for tabulating Trends/Results

Number & Name of Constituency _____ Round Number ____ Date _____

Table No.	1.	2.	3.	4.	5.	6.	Total	Brought from Previous Round	Cumulative Total
Polling Booth No.									
Sl. No.	Name of Candidate								
Rejected Vote									
Total Vote									
	Initial of RO	Initial of RO	Initial of RO	Initial of RO	Initial of RO	Initial of RO	Initial of RO		
	Initial of Observer	Initial of Observer	Initial of Observer	Initial of Observer	Initial of Observer	Initial of Observer	Initial of Observer		

- Important:
1. All Over writings/cutting should be certified by observer.
 2. Polling station Number whose votes are counted should be indicated below the table Number.
 3. A copy of this is to be kept by observer in a separate folder for cross checking later.

10.2 Both RO and the observers should get satisfied after due checking that the number of votes posted against the name of each candidate in respect of every counting table tally with the figures as shown in Part-II of Form 17C (result of counting) pertaining to that counting table. Then it should be signed by RO and observer. Thereafter RO should announce the result of that round loudly or using loudspeaker for every body's information.

10.3 As a measure to cross check the correctness of counting, the Commission has directed the observers to randomly select two EVMs counted in a round and with the help of additional counting staff provided to them to assist in this regard ascertain once again count of votes polled by each candidate and after getting satisfied, then only countersign the relevant column of above referred statement. The Additional Counting staff shall prepare the result of two randomly selected EVMs in following format---

PROFORMA FOR RECORDING OF VOTES

BY ADDITIONAL COUNTING STAFF

No and Name of A.C. –

Round No.-

Table No.-

C U Number:

Polling Station Number:

SN	Name of Candidate (Pre-Printed)	No. of votes recorded

Date:

Signature of Addl. Counting staff (With full name)

**To be handed over to the Observer only.*

10.4 If any discrepancy is found between the result obtained from the table and that ascertained through the random checking by the observer as mentioned above, then:

- (i) The result of that round for each table shall be re-verified from the EVMs.
- (ii) Such staff as is found to have wrongly noted the counting result would be taken off and replaced by another set of staff. Severe disciplinary action should then follow on the erring staff for their omissions and commissions.
- (iii) The result provided by such staff (and table) in the preceding rounds would be checked again in presence of observer and corrected sheets prepared wherever necessary.

10.5 The Observer and Returning Officer will sign the candidate wise results for that round after checking everything and ensure that the results of that round of counting of votes are immediately displayed prominently on the blackboard/whiteboard. It should also be announced through public address system. A copy of the round's results should be shared with all candidates/agents after completion of that round. A copy of the print out should be given to media room for information of press and another copy to communication room for uploading on GENESYS.

10.6 Next Round of counting should only start i.e. the next set of EVMs for the next round should be brought only after all tables of previous round have finished counting and the result of that round has been posted on the blackboard/whiteboard.

10.7 The Commission has issued detailed instructions on the flow of data through GENESYS. These instructions are to be followed scrupulously by all Returning Officers.

10.8 The RO will fax round-wise data to the CEO. Wherever hot lines are available with the CEO, these will be utilized to orally confirm the contents of the fax message. CEOs would set up adequate number of fax lines with hunting facility to receive the faxes. For this purpose, they can hire faxes or temporarily borrow fax machines from various government departments and corporations. The total number of such fax machines required, including a few in reserve, should be decided in advance and these should be positioned and tested at least 72 hours

before the start of counting. The CEOs should have blank forms to note down the round wise data, if received orally on phone or hotline.

10.9 As per the above arrangements, the progress of every round, Assembly segment-wise, will be announced as soon as each round is complete. Similarly, the consolidated position of the PC by combining the position of the rounds of different ACs available from time to time should also be announced over the public address system,, preferably from a centralized location where the public announcement booth is located. The public announcements could be repeated at suitable intervals for the knowledge of the public that gather in good number outside the Counting Centres.

COMPILATION

11.1 If RO is counting the votes of an Assembly constituency, he has to prepare the Final Result Sheet only in Part I of Form 20. In that Part, the number of votes polled by each candidate by means of postal ballot papers has also to be shown against the appropriate entry provided in that Form.

11.2 After the total number of votes polled by each candidate at every polling station and by means of postal ballot papers has been entered in the Final Result Sheet, strike thereon the grand total of the number of votes credited to each candidate, and also the grand total of postal and tendered votes. But, before striking this grand total, the entire Final Result Sheet shall have to be carefully checked and it must be ensured that each and every entry in respect of each candidate for every polling station has been made correct and that the Form is not incomplete in any respect.

11.3 Take care that only the voting used for taking re-poll where ever ordered is taken for counting and its count of votes candidate wise are entered in the Result Sheet.

11.4 PI also note that any incorrect totaling is going to materially affect the result of election. This, in turn will affect the declaration of result, which has to be made on the basis of Form 20. RO shall be held personally responsible for any inaccuracy / discrepancy in that Form. Any slackness shall be viewed very seriously by ECI and severe disciplinary actions will be taken against the RO.

11.5 ARO of Assembly segment of a Parliamentary constituency, after completion of counting of votes, shall prepare the Result Sheet in respect of that Assembly segment in Part I of Form 20. Part II of that form will be completed by the Returning Officer by consolidating the Result Sheets of all the Assembly segments. ARO of an assembly segment in a LS election, is not required to show in Part I of Form 20 the number of votes polled by the candidates by means of postal ballot papers because the counting of PBs, under the law, is required to be done by the Returning Officer for the Parliamentary Constituency and he will record the result of voting of postal ballot papers in Part II of the said Form 20.

11.6 Immediately on the completion of counting of votes of an Assembly segment of a Parliamentary Constituency, Result Sheet in Part I of Form 20, all the relevant Forms 17C and all other papers and records relating to the counting of votes should be forwarded to the Returning Officer for the Parliamentary Constituency for consolidation of the result and completion of the Final Result Sheet in Part II of Form 20.

11.7 The Returning Officer for the Parliamentary Constituency, on receipt of Result Sheets in Part I of Form 20 from Assistant Returning Officers, should incorporate the result in respect of each Assembly segment in the Final Result Sheet in Part II of the said Form 20. RO shall also record the result of counting of postal ballot papers in the said Part II of Form 20. Then, strike

14

the grand total of the votes received by each candidate (both the votes recorded in the voting machines at the polling stations and the postal ballot papers), rejected postal ballot papers and tendered votes.

11.8 A sample Final Result sheet duly completed in Form 20 is given at **Annexure I.H.**

ACTION TO BE TAKEN IN CASE OF MALFUNCTIONING OF ELECTRONIC VOTING MACHINES (EVM) DURING COUNTING OF VOTES

12.1 Following action to be taken in case of malfunctioning of EVM during counting of votes:

a. In case any Control Unit does not display result, it should be kept back inside its carrying case and then be kept in the Returning Officer's custody in the counting hall. Counting of votes in other machines should continue as usual.

b. When counting of votes in other machines is complete, the Returning Officer and Observer should see whether the margin of votes between the first candidate and the runner up is more or less than the votes polled in the malfunctioned machine (s).

c. In both the cases where the margin of votes is more or less than the total votes polled in the malfunctioned machine (s), the Returning Officer should try to retrieve the result from this machine, with the help of engineers of BEL/ECIL, using Auxiliary Display Unit (ADU) in the presence of candidates or their election agents. If the result can be retrieved by using an ADU, the result of the election can be declared accordingly. In such a case, the Returning Officer and Observer should send a detailed report to the Commission in the format mentioned at Annexure-A below.

d. In case it is not possible to retrieve the result from the malfunctioned machine even by using ADU, then the returning officer should try to retrieve the result from the machine by taking a print out of the result with the help of engineers of BEL/ECIL. If the result can be retrieved by using a printer, the result of the election can be declared accordingly. In such a case, also the Returning Officer and Observer should send a detailed report to the Commission in the format mentioned at Annexure-A below.

e. If the result from the malfunctioned machine cannot be retrieved even by using printer, the matter should be referred by the Returning Officer to the Commission for its decision and action may be taken as per the direction of the Commission. In such a case, the Returning Officer and Observer should also send a detailed report to the Commission in the format mentioned at Annexure-B below, where the margin of vote between the candidates having highest vote and the runner up is more than the votes polled in the malfunctioned EVM, and in Annexure – C below where such margin is less. In no case the machine should be opened, or its outer or inner seals disturbed in any manner. There should be no attempt to repair the machine. Replacement of any parts of the EVM in the field level is strictly forbidden.

f. After completion of counting, all the Control Units, whether result has been retrieved from it or not should be kept back inside their respective carrying cases. The carrying cases should then be sealed once again. The Returning Officer and Observer should put their signatures on the seal. All candidates and their election agents should also be allowed to put their signature on the seal. The Control Unit should be then kept in the strong room (s).

Annexure-A

(Report on retrieving result from Control Unit by using Auxiliary Display Unit/Printer)

Name of State/UT:

Name of District:

Name of election:

Number & Name of Assembly/Parliamentary Constituency:

Date of Counting:

It is certified that the result has been retrieved from the following malfunctioned Control Unit (s) by using Auxiliary Display Unit/Printer in the presence of the contesting candidates/their counting agents. The result of the election has been declared taking into consideration the result from this machine as well.

Sl.No.	Unique ID No. of Control Unit	Detailed report	No of votes polled in the malfunctioned Control Unit as per Form 17 C

Final statement showing votes polled by the winning and runner up candidates

Sl.No.	Name of candidate	Party affiliation., if any	Votes polled
1			
2			

(Name & Signature of Returning Officer)

(Name & Signature of Observer)

Annexure-B

(Report on non-retrieving of result from Control Unit by using Auxiliary Display Unit/Printer)

Name of State/UT:

Name of District:

Name of election:

Number & Name of Assembly/Parliamentary Constituency:

Date of Counting:

It is certified that the result could not be retrieved from the following malfunctioned Control Unit (s) even by using Auxiliary Display Unit and Printer.

Sl.No.	Unique ID No. of Control Unit	Detailed report	No of votes polled in the malfunctioned Control Unit as per Form 17 C

Statement showing votes polled by the winning and runner up candidates

Sl.No.	Name of candidate	Party affiliation., if any	Votes polled
1			
2			

As the margin of votes between the candidate having highest votes and the runner up is more than the votes polled in the malfunctioned Control Unit (s) mentioned above, the matter is being referred to the Commission for permission to set aside the votes polled in the said Control Unit (s) and to declare the result.

(Name & Signature of Returning Officer)

(Name & Signature of Observer)

Annexure-C

(Report on non-retrieving result data from Control Unit by using Auxiliary Display Unit and Printer)

Name of State/UT:

Name of District:

Name of election:

Number & Name of Assembly/Parliamentary Constituency:

Date of Counting:

It is certified that the result could not be retrieved from the following Control Unit (s) even by using Auxiliary Display Unit and Printer.

Sl.No.	Unique ID No. of Control Unit	Detailed report	No of votes polled in the malfunctioned Control Unit as per Form 17 C

As the margin of votes between the candidates having highest votes and the runner up is less than the votes polled in the malfunctioned Control Unit (s) mentioned above, the matter is being referred to the Commission for appropriate orders.

Statement showing votes polled by the candidates having highest vote and runner up

Sl.No.	Name of candidate	Party affiliation., if any	Votes polled
1			
2			

(Name & Signature of Returning Officer)

(Name & Signature of Observer)

ACTION TO BE TAKEN DURING COUNTING OF VOTES IN CASE PRESIDING OFFICER DOES NOT PRESS CLOSE BUTTON OF CU AT THE END OF POLL

13.1 In case Presiding Officer is found to have not pressed CLOSE button of Control Unit at the end of poll, following action should be taken during counting of votes in the presence of candidates/their authorized agents, under videography: -

- a. In case any Control Unit does not display result due to not-pressing of "Close" button by the Presiding Officer in the polling station at the close of poll, it should be kept back inside its carrying case and then be kept in the Returning Officer's custody in the counting hall. Counting of votes in other machines should continue as usual.
- b. When counting of votes in other machines is completed, the Returning Officer and Observer should see whether the margin of votes between the first candidate and the runner up is more or less than the votes polled in such machine (s).
- c. In both the cases where the margin of votes is more or less than the total votes polled in that machine (s), the Returning Officer/Counting Supervisor shall press the "Total" button of the Control Unit to see the total votes polled in that machine (s). In case, total votes polled in the machine (s) tallies with the total votes polled mentioned in the Form - 17 C, the Returning Officer/Counting Supervisor shall press the "Close" button of the Control Unit (s) so that "Result" button can be pressed for getting result data explaining the entire issue to the candidates and/or their authorised agents and recording a proceeding in this behalf with the signatures of the candidates/their authorised agents. In such a case, the Returning Officer and Observer should send a detailed report to the Commission in the format mentioned at **Annexure-D** below.
- d. In case, total votes polled in the machine(s) does not tally with the total votes polled mentioned in the Form-17 C, the matter should be referred by the Returning Officer to the Commission for its decision and action may be taken as per the direction of the Commission. In such a case, the Returning Officer and Observer should also send a detailed report to the Commission in the format mentioned at **Annexure-E** below, where the margin of vote between the candidates having highest vote and the runner up is more than the votes polled in the Control Unit in question, and in **Annexure-F** below, where such margin is less.
- e. After completion of counting, all such Control Units, whether result has been retrieved from it or not, the Control Unit should be kept back inside its carrying case. The carrying cases should then be sealed once again. The Returning Officer and Observer should put their signatures on the seal. All candidates and their election agents should also be allowed to put their signature on the seal. The Control Unit should be then kept in the strong room (s).

The aforesaid instructions should also be brought to the notice of all Political Parties and contesting Candidates in advance.

Annexure-D

**(Report on getting result data from Control Unit whose CLOSE button was not pressed
by Presiding Officer at the end of poll)**

Name of State/UT:

Name of District:

Name of election:

Number & Name of Assembly/Parliamentary Constituency:

Date of Counting:

It is certified that the result has been obtained from the following Control Unit(s) after pressing CLOSE button in the presence of the contesting candidates/their counting agents. The result of the election has been declared taking into consideration the result from this machine as well.

Sl. No.	Polling Station No.	Unique ID No. of Control Unit	Detailed Report	No. of votes polled in the Control Unit as per Form 17C

Final statement showing votes polled by the winning and runner up Candidates

S.No.	Name of candidate	Party affiliation, if any	Votes polled

(Name & Signature of Returning Officer)

(Name & Signature of Observer)

Annexure-E

(Report on discrepancy in total votes shown in the Control Unit whose CLOSE button was not pressed by Presiding Officer at the end of poll and as mentioned in Form 17-C)

Name of State/UT:

Name of District:

Name of election:

Number & Name of Assembly/Parliamentary Constituency:

Date of Counting:

It is certified that the discrepancy has been noticed in the total votes polled in the following Control Unit(s), after pressing TOTAL button of the Control Unit and comparing it with the total votes polled mentioned in Form 17-C.

Sl. No.	Polling Station No.	Unique ID No. of Control Unit	No. of votes polled displayed by Control Unit on pressing TOTAL button	No. of votes polled in the Control Unit as per Form 17C	Remarks

Final statement showing votes polled by the winning and runner up Candidates

S.No.	Name of candidate	Party affiliation, if any	Votes polled

As the margin of votes between the candidate having highest votes and the runner up is more than the votes polled mentioned in the Form 17C relating to the Control Unit(s) mentioned above, the matter is being referred to the Commission for permission to set aside the votes polled in the said Control Units (s) and to declare the result.

(Name & Signature of Returning Officer)

(Name & Signature of Observer)

Annexure-F

(Report on discrepancy in total votes shown in the Control Unit whose CLOSE button was not pressed by Presiding Officer at the end of poll and as mentioned in Form 17-C)

Name of State/UT:

Name of District:

Name of election:

Number & Name of Assembly/Parliamentary Constituency:

Date of Counting:

It is certified that the discrepancy has been noticed in the total votes polled in the following Control Unit(s), after pressing TOTAL button of the Control Unit and comparing it with the total votes polled mentioned in Form 17-C.

Sl. No.	Polling Station No.	Unique ID No. of Control Unit	No. of votes polled displayed by Control Unit on pressing TOTAL button	No. of votes polled in the Control Unit as per Form 17C	Remarks

As the margin of votes between the candidate having highest votes and the runner up is less than the votes polled mentioned in the Form 17C relating to the Control Unit(s) mentioned above, the matter is being referred to the Commission for appropriate orders.

Final statement showing votes polled by the winning and runner up Candidates

S.N.	Name of candidate	Party affiliation, if any	Votes polled

(Name & Signature of Returning Officer)

(Name & Signature of Observer)

RECOUNT

14.1 Normally, there will be no question of recount of votes recorded in the voting machines. Every vote recorded by the voting machines is a valid vote and no dispute will arise as to its validity or otherwise.

14.2 Despite the necessity for recount being totally eliminated by the use of voting machines, the provisions relating to recount contained in rule 63 of the Conduct of Elections Rules, 1961, still apply.

- a) When the counting is complete and the Final Result Sheet in Form 20 has been prepared, RO should announce the total number of votes polled by each candidate as entered in Form 20. Then RO should pause for a minute or two.
- b) If during this period any candidate or, in his absence, his election agent or any of the counting agents, asks for a recount, RO should ascertain from him as to how much time he would require for making an application for recount in writing.
- c) A candidate has option to make request for recount of polled ballot papers and/or polled EVMs of all or some of the polling stations.
- d) If RO consider that the time applied for is reasonable, allow it and announce the exact hour and minute up to, which you will wait for receiving the written application for recount.
- e) RO must not sign the Final Result Sheet in Form 20 until after the expiry of the time so announced.
- f) If RO receives an application for recount, he should consider the grounds urged and decide the matter judiciously. RO may allow the application in whole or in part if it is reasonable or may reject it in to, if it appears to be frivolous or unreasonable. But the right of a candidate to demand a recount under rule 63 does not mean that recount can be granted for the mere asking. The party demanding recount has to make out a, prima facie case, which the counting was not accurate and recount is necessary in the interest of justice.
- g) In every case, RO should record a brief statement of reasons for the decision.
- h) ROs decision will be final.
- i) In case, RO allow an application for recount either wholly or in part, he shall have the votes recorded in the voting machines counted over again in accordance with his decision. The postal ballot papers will also be counted over again if so decided by RO.
- j) After the recount, correct the final result sheet necessary. Announce the amendments so made, if any, by RO.
- k) After the total number of votes polled by each candidate after recount has been announced by RO, complete and sign the Result Sheet. No candidate has a right to demand a recount after RO have completed and signed the Final Result Sheet. Reject any demand for any recount of votes after RO have completed and signed the Final Result Sheet.
- l) Entire process shall have to be video-recorded carefully.
- m) A candidate has right to file request for 2nd recount .It would be unreasonable to demand second recount if the first recount showed only minor variations from the first count and at the same time showed a very substantial majority in favour of one candidate. On the contrary, it would be reasonable to demand further recount where the margin between first two candidates is close and where previous recount has shown differing results.
- n) But RO would be justified in refusing a further recount when the previous recount showed the same result even if the difference between the contesting candidates may be very small.

14.3 It is pertinent to mention that a Returning Officer's duty is to count accurately the votes. Hence, at any point of time during counting, he has the right to order the counting staff to do the count of the votes again.

14.4 If votes are counted at more places than one, according to rule 65 of the Conduct of Elections Rules, 1961, the demand for recount of votes can be made only at the end of counting in the last place fixed for the purpose. Thus, in the case of Parliamentary Constituency, the recount can be demanded only at the place where the Returning Officer counts the postal ballot papers and completes Part II of the Final Result Sheet in Form 20 and not at the places where the votes have been counted Assembly segment-wise. If recount is permitted by the RO of PC, then all the voting machines and all relevant papers would have to be taken to the last place of counting (i.e. place of PC of RO) which will be very troublesome and inconvenient. Hence, it would be better and desirable that, if any doubt is expressed by any candidate immediately after the counting of votes at any polling station is over, RO check up again. This is strictly not a recount but a check, which will satisfy all the candidates.

ADJOURNMENT OF COUNTING

15.1 RO should proceed with the counting at each place continuously. In case RO have to suspend or adjourn the counting before its completion for any unavoidable reason, seal up all the voting machines and also all other papers relating to elections. Allow every candidate or his agent, if he so desires, to place his seal on every voting machine and packet, etc., in which the election papers are kept.

[N.B. It is preferable to keep all the sealed voting machines and packets, etc., in a separate room and have the room sealed and secured with ROs seal and the seals of candidates or their agents. Alternatively, the candidates may put their own locks in addition to ROs on such room.]

ROLE OF OBSERVERS

16.1 As soon as the final result is declared, the data as contained in Form 21E, which is handed over to the winning candidate, will be handed over to the Observer also for immediate communication to the Commission.

16.2 The Observers will ensure that the Final Result Sheet in Form 20 is filled by the RO before he declares the result in Form 21 C and sends it to appropriate quarters. One copy each of the Forms 20, 21C and 21E duly filled in will be collected by the Observers and attached with their reports on counting.

16.3 Commission has decided that all Observers will keep a close watch on the process of counting of votes and compilation of results. Towards this end, neither the Observer nor the ARO/RO or any other election official should leave the counting hall till the counting is completed and result declared. Strict discipline should be maintained inside the counting premises and prompt action should be taken against anyone not observing the rules.

POWER OF OBSERVERS TO STOP COUNTING

17.1 The observers appointed by the Commission under section 20B of the Act have the power to direct RO to stop the counting of votes at any time before the declaration of the result or not to declare the result, if in the opinion of the observer booth capturing has taken place at a large number of the polling stations or at places fixed for the poll or counting of votes or any ballot papers used at a polling station or at a place fixed for the poll are unlawfully taken out of ROs custody or are accidentally or intentionally destroyed or lost or are damaged or tampered

with to such an extent that the result of the poll at the polling station or place cannot be ascertained. In such case, the observers have no power to order re-commencement of the counting. It will recommence only on the order of the Commission.

PROCEDURE TO BE FOLLOWED IN CASE OF DESTRUCTION, LOSS, ETC., OF VOTING MACHINE BEFORE COMPLETION OF COUNTING

18.1 Under the law (Section 64A) the Commission is competent to direct, after taking all material circumstances into account, the counting of votes to be stopped and, if necessary, order fresh poll if it is reported by the Returning Officer before completion of the counting of votes that the voting machine used at a polling station has been

- i. Unlawfully taken out of his custody, or
- ii. Accidentally or intentionally destroyed or lost, or
- iii. Damaged or tampered with, to such an extent that the result of the poll at that polling station or place cannot be ascertained. If any such occasion arises, RO should forthwith report full facts of the case to the Commission and await its directions in regard to the counting of votes.

PROCEDURES TO BE FOLLOWED IN THE CASE OF BOOTH-CAPTURING AT THE COUNTING CENTRE

19.1 Under Section 58A(b) of the Representation of the People Act, 1951, if booth -capturing takes place at any place of counting of vote in such a manner that result of the counting at that counting centre cannot be ascertained, the Returning Officer shall forthwith report the matter to the Election Commission.

19.2 On receipt of the report of the Returning Officer, the Commission shall, after taking all material circumstances into account, either direct a repoll at the affected polling stations or countermand the election. Therefore, once RO has reported the matter to the Commission, under section 58A, he will have to wait its directions in this regard and proceed further according to its directions when received.

COUNTING AFTER RE POLL DIRECTED AFTER COMMENCEMENT OF COUNTING

20.1 If any re-poll has been held at a polling station in accordance with the directions given by the Commission, RO should fix the date, time and place for counting the votes recorded in such re-poll and give notice of the same in writing to every candidate or his election agent. RO should follow the same procedure as detailed above for such further counting as far as it is applicable.

RESEALING OF VOTING MACHINES AFTER COUNTING

21.1 After the result of voting recorded in a control unit has been ascertained candidate-wise and entered in Part II - Result of Counting in Form 17C and in the Final Result Sheet in Form 20, the control unit is required under rule 56C of the Conduct of Elections Rules, 1961, to be resealed with ROs seal and the seals of such of the candidates or their election agents who may desire to affix their seals thereon. The resealing has, however, to be done in such a manner that the result of voting recorded in the control unit is not obliterated and the unit retains the memory of such result.

21.2 The aforesaid resealing of control units should be done in the following manner:-

i. Remove the battery from the Candidate Set Section of the control unit by removing the seal. After the removal of the battery, the cover of the Candidate Set Section should be resealed.

[N.B. Removal of the battery is necessary so that it does not leak with the passage of time and damage the machine. Removal of the battery will not however obliterate the result of voting recorded in the control unit, as the unit will retain its memory even without the battery.]

ii. Close the outer cover of the Result Section and reseal it.

iii. Keep the control unit so resealed in its carrying case.

iv. Reseal the carrying case.

v. Attach firmly to the handle of the carrying case an address tag containing the following particulars: -

a) Particulars of the election;

b) Name of the constituency;

c) The particulars of polling station where the control unit has been used;

d) Serial number of the control unit;

e) Date of poll;

f) Date of counting;

vi. Put a secret seal of the Commission in addition to ROs own seals, on all the above mentioned seals. Allow the candidates or their agents also to put their seals if they so desire.

21.3 The control units so resealed should be kept in specially prepared bigger boxes for safe storage.

21.4 The ballot units must have been received by RO from the polling stations duly sealed and secured in their carrying cases by the respective Presiding Officers. Normally, these units will not require to be opened at the time of counting. If any ballot unit is taken out of its carrying case for inspection or verification at the time of counting, it should be kept back in its carrying case after such inspection or verification and sealed.

21.5 The ballot units should also be kept in specially prepared bigger boxes for safe storage. All the control units and the ballot units used at the election are thus ready for transportation to the place of storage.

SAFE CUSTODY OF VOTING MACHINES

22.1 Under sub-rule (1A) of rule 92 and sub-rule (1A) of rule 93 of the Conduct of Elections Rules, 1961, the voting machines sealed as above under rule 57C shall be kept in the safe custody of the District Election Officer and shall not be opened or inspected by or produced

before any person or authority except under the orders of a competent court. The machines so sealed shall be retained intact for such period as the Commission may direct and shall not be used for next election without the prior approval of the Commission under clause (AA) of rule 94 of the said rules. The ECI has directed for minimum retention period of 6 months from the date of declaration of result.

C. SEALING OF OTHER ELECTION PAPERS FOR ENSURING SAFE CUSTODY

23.1 Apart from the voting machines, there are several other important election papers, which require be sealing and securing for safe custody and storage. Under rule 93(1) of the Conduct of Elections Rules, 1961, the packets of election papers specified therein shall not be opened and their contents shall not be inspected by, or produced before, any person or authority except under the order of a competent Court. Special care has thus to be taken for the safe custody of these papers. These papers are as follows where voting machines are used:-

- i. The packets of Registers of Voters in Form 17A, including the voter slips.
- ii. The packets of unused postal ballot papers with counterfoils attached thereto;
- iii. The packets of used postal ballot papers whether valid, or rejected (including the packets in which covers containing postal ballot papers received late are kept);
- iv. The packets of the counterfoils of used postal ballot papers;
- v. The packets of used and unused tendered ballot papers;
- vi. The packets of unused (surplus) ballot papers (printed for display on ballot units and for use as tendered ballot papers);
- vii. The packets of the marked copies of the electoral roll; and
- viii. The packets of the declarations by electors and the attestation of their signatures.

23.2 In view of the important nature of these election papers, the Commission has directed that these papers should also be sealed with the secret seal of the Commission.

23.3 The papers mentioned at items (iii) and (viii) above shall be made into packets at the time of counting. Such packets shall be sealed by RO with ROs own seal immediately after the counting of the votes is over and with special secret seal, which will be supplied by the Commission for the election for each constituency. The secret seal will be in addition to the seals, if any, put on these packets by such of the candidates, their election agents or counting agents, as may desire to affix their seals thereon. RO should point out to the candidates or their agents present that it is in their own interest to affix their seals on these packets to avoid any possibility of tampering with these packets. They may also be permitted to note the number of the Commission's secret seal used.

23.4 The packets of papers mentioned at items (i), (v) and (vii) in Para 8.70 above will be received from the Presiding Officers of the polling stations in duly sealed packets. Though, these packets are not required for any purpose at the time of counting of votes, each of them should be immediately sealed with the secret seal of the Commission as soon as counting of votes is over and placed in steel trunk(s).

23.5 RO should put a responsible Officer-in-Charge for the supervision of the sealing of all packets. Otherwise, there is possibility of important election papers going astray which would

create complications and confusion if and when a competent Court orders the production of these papers.

23.6 Each steel trunk shall be locked with two locks and each lock shall be sealed. RO should ensure that the secret seal of the Commission is put on packets only and not on any of the locks of the steel trunk or trunks.

DRAWING UP OF PROCEEDINGS

24.1 After the sealing of the voting machines and election papers at the counting place after the counting of votes, RO should draw up proceedings mentioning therein:-

- i. The full particulars of the candidates/agents present in the counting hall;
- ii. The fact that they were asked to affix their seals on the voting machines and packets of election paper, if they so desired; and
- iii. The particulars of persons who had affixed their seals on the voting machines and packets and the particulars of those persons who had refused to do so.

24.2 Then, RO should sign the proceedings and obtain on it the signatures of such of the candidates/agents as are present and willing to sign. The proceedings should be put inside an envelope which should be sealed and the sealed envelope be kept along with the packets of election papers.

SAFE CUSTODY OF ELECTION RECORDS BY DISTRICT ELECTION OFFICER

25.1 Immediately after the declaration of result of the election, on the same day and, in any case not later than the noon of the following day, all the voting machines and the sealed trunks(s) containing the packets mentioned in Para 8.70 should be dispatched to the District Election Officer at his headquarters and on receipt of the voting machines and the sealed trunks(s) the District Election Officer should forthwith arrange to deposit them for safe custody in the Treasury/Sub-treasury under double lock. The key of one of the locks of each trunk will be entrusted to the Treasury Officer or an Officer in the Treasury/Sub-treasury authorized under the Treasury Code and the key of the other lock of each trunk should be kept by the District Election Officer himself or a senior officer nominated for the purpose by the District Election Officer/RO.

25.2 The armed police guard posted at the room where the voting machines are stored before the counting of votes, should not be removed after the counting is over, but should continue to keep guard of the room till the transport of the voting machines and election records to the District Headquarters. As far as possible, the same guard should be used for protection during the transport also, and this fact should be mentioned in the logbook maintained by the guard.

RETURN OF SECRET SEAL OF THE COMMISSION

26.1 After the packets required to be sealed with the secret seal of the Commission are sealed, the secret seal or seals should be put into a separate packet which should be sealed with the seals of such of the candidates, their election agents or counting agents, as may desire to affix their seals thereon. Thereafter, the packet containing the secret seal of the Commission should be returned immediately to the Commission by registered insured post and in any case not later than 24 hours after the counting of the votes is completed. If more than one seal had been supplied, the name of the constituency and the number of the seal that was used should be indicated.

Conduct of Elections Rules, 1961
(Statutory Rules and Others)

[FORM 20

[See rule 56 (7)]

Final Result Sheet

(To be used for recording the result of voting at Polling Station other than notified Polling Stations)

Election to thefrom the
.....Constituency.

Part I

(To be used both for Parliamentary and Assembly Elections)

Name of the Assembly segment (in the case of election from a Parliamentary Constituency).....

Serial No. of no. Polling Station of	No. of Valid votes cast in favor of			Total of Valid votes	No. of rejected (Test Votes)	Votes for Votes option	Total 'NOTA' votes
	A	B	C tendered				
1.
2.
3.							
4.							
TOTAL No. of Votes recorded at Polling Stations:
No. of votes recorded on postal ballot papers. (TO be filled in case of election from an Assembly Constituency.)
TOTAL votes polled

Place.....
Date.....

Returning Officer

Declaration and Publication of Result of Election

INTRODUCTORY

27.1 After the counting has been completed in all respects RO have to proceed to make the formal declaration of result of election.

27.2 If any polled EVMs have been kept apart for the reason of technical malfunction or tampered with, then, before declaring the result Commission's permission is mandatory. Hence, before declaring result, RO must, however, verify and satisfy himself that there is no such case or any other such case, which requires to be referred to the Election Commission for its directions, and that there is no general or special direction from the Commission's observers to withhold the declaration of result in the constituency. If that be so, send a detailed report to the Commission forthwith giving all required information and obtain its prior approval before making the declaration of result.

DECLARATION OF RESULT

28.1 Before RO declare result of an election, RO should obtain an authorization for declaration of result from the Observer concerned. Every Observer shall completely satisfy himself about the fairness of counting of votes and complete accuracy of compilation of result. After having done so, he shall issue an authorization to the Returning Officer concerned in the following format for declaration of result:-

" _____ Observer Code (_____), For
_____ Assembly Constituency /Assembly Segment of -----
Parliamentary constituency after having satisfied myself about the fairness of counting of votes and complete accuracy of compilation of result in Form-20 hereby authorize the
Returning Officer for _____ Assembly Constituency to declare the
result."

Signature of the Observer _____
Name of the Observer _____
Code of the Observer _____
Assembly Constituency No. & Name _____"

28.2 After completing and signing the Result Sheet in Form 20 appended to the Conduct of Elections Rules, 1961, and after RO has obtained the necessary approval of the Commission, wherever required, and a No Objection from the Commission's observer in the above format, the candidate to whom the largest number of valid votes have been given should then be declared elected .RO must declare the result by a loud announcement.

28.3 No Returning Officer shall declare the result without receiving the authorization in the format as detailed above from the Observer. It shall be the personal responsibility of the Observer and Returning Officer to ensure fairness of counting of votes and accurate compilation of result.

EQUALITY OF VOTES

29.1 If two candidates contesting any seat happen to secure the highest number of votes and their votes are equal in number, the result will have to be declared by draw of lot. This will be in rare of the rarest case and in such case also matter first be reported to the Commission for such directions as the Commission may like to give.

FORM OF DECLARATION OF RESULT

30.1 The formal declaration of result should be made by RO either in Form 21C or Form 21D of the Conduct of Elections Rules, 1961, as may be appropriate. The declaration shall be made in Form 21C in the case of General election. In the case of a bye-election to fill, a casual vacancy, the declaration shall be made in Form 21D. Care is to be taken that in Form 21C or 21D, the name and address of the elected candidate shall be as given in list of contesting candidates. Name of political party should be written as given in latest Political Parties and Election Symbols notification. After ROs signature affix ROs rubber stamp.

30.2 The date to be given in the declaration should be the date on which result of the election is declared and not the date on which the declaration is dispatched. Even if an occasion arises when RO has to rectify some error in his original declaration, there should be no change in that date which should continue to be the date on which the result was declared.

AUTHORITIES TO WHOM COPIES OF DECLARATION SHOULD BE SENT

31.1 Immediately after the declaration of result, RO should send copies of the declaration of result in Form 21C or 21D, as the case may be, to :

- i. Election Commission of India;
- ii. Chief Electoral Officer of the State/ UT;
- iii. (a) Union Ministry of Law and Justice (Legislative Department), New Delhi; and
(b) The Secretary General of the Lok Sabha, New Delhi (in the case of election to the Lok Sabha);
OR
(a) The State Government/ Lt. Governor; and
(b) The Secretary to State/ UT Legislative Assembly (in the case of election to the State/ UT Legislative Assembly.)

AUTHORITIES TO WHOM COPIES OF RETURN OF ELECTION SHOULD BE SENT

32.1 When RO has declared the result of election in the manner indicated above, he should complete and certify the Return of Election in Form 21-E of the Conduct of Elections Rules, 1961. Forward signed copies of the return to: the Election Commission and the Chief Electoral Officer of the State/ UT. **The name of the candidates should be written as given in the Form-7A**

32.2 If any candidate or his agent wants to take a copy or an extract from this return, he should be permitted to do so. RO may supply a copy of such return to an applicant on payment of fee of Rs. 2/- [Rules 93(3)].

REPORT OF RESULT OF ELECTION

33.1 RO should intimate by an immediate Fax, the result of election as soon as the same has been declared, to: –

- (i) The Election Commission of India, New Delhi (Fax No. 23713412);

- (ii) The Director of New Services, All-India Radio, New Delhi;
- (iii) A.I.R. Station in the Headquarters of the State/ UT;
- (iv) The Director, Doordarshan Kendra, Parliament Street, New Delhi- 110001;
- (v) Doordarshan Kendras concerned, if any, in the headquarters of the State/ UT;
- (vi) The information Officer, P.I.B., New Delhi;
- (vii) The Ministry of Law, Justice (Legislative Department), Shastri Bhavan, New Delhi (in respect of election to the House of the People); OR the State Government/ UT; (In respect of election to be State/ UT Legislative Assembly)
- (viii) The Secretary General, Lok Sabha, New Delhi (in respect of election to the House of the People) OR the Secretary of the State/ UT Legislative Assembly (in respect of the election to the State/ UT Legislative Assembly); and
- (ix) The Chief Electoral Officer of the State/UT

33.2 The fax may be addressed to the Commission and repeated to the other address at (ii), (iv), (vi) and (vii).

33.3 The message communicating the result should indicate the following particulars;

- (i) Serial number and name of the constituency (State, Parliamentary/Assembly) as given in Delimitation of Parliamentary and Assembly Constituencies Order;
- (ii) Total number of electors in the constituency;
- (iii) Total number of votes polled;
- (iv) Number of votes rejected;
- (v) Names of contesting candidates with their party affiliations and votes polled by each; and
- (vi) Name of the candidate declared elected.

33.4 RO should further ensure that whenever RO refer to a woman candidate in telegram/message communicating the result RO should prefix her name with 'Kumari' or 'Srimati', as the case maybe, so that it should definitely be understood that the candidate is a woman.

33.5 RO should also ensure that figures of votes which are mentioned while reporting the result are given in words and not in numerals as the latter are likely to be mutilated during transmission.

SAMPLE FAX MESSAGE

34.1 To secure uniformity in communicating the result of election and ensure economy in expenditure RO should adopt the specimen form of telegram (no more exits) given below or adopt it suitably:-

32

SPECIMEN FAX MESSAGE
IMMEDIATE

To: The Secretary
Election Commission of India
New Delhi

Repeated to

1.-----

2.-----

3.-----

From: Returning Officer

..... Constituency

..... (State)

ELECTION AAA WEST BENGAL 40 RATUA ASSEMBLY CONSTITUENCY ELECTORATE
FORTY-EIGHT THOUSAND AND FIFTY STOP VALID VOTES POLLED TWENTY-FOUR
THOUSAND FOUR HUNDRED FIFTY-TWO STOP VOTES REJECTED TWO HUNDRED
STOP MAHADEB CHANDRAKUMAR CONGRESS FOUR THOUSAN TWENTYSEVEN
KESHAB CHANDRA INDEPENDENT EIGHTEEN THOUSAND SIX HUNDRED FIFTY-FIVE
DWARIKA PATHAK INDEPENDENT ONE THOUSAND SEVEN HUNDRED SEVENTY
STOP KESHAB CHANDRA INDEPENDENT DECLARED ELECTED STOP.
RETURNING OFFICER

CERTIFICATE OF ELECTION

35.1 As soon as may be after a candidate has been declared elected, RO should grant to such candidate a certificate of election in Form 22 and obtain from the candidate an acknowledgment of its receipt duly signed by him. It is essential that this acknowledgment is signed by the candidate himself and his signature is attested by the Returning Officer personally before dispatch. Thereafter, immediately send this acknowledgment by registered post to the Secretary General to the House of the People or as the case may be the Secretary of the Legislative Assembly. The acknowledgment shall be in the form shown below:

I acknowledge receipt of the certificate of
election in Form 22 in respect of my election to from
.....constituency, declared on

Date

Signature of the returned Candidate

Attested and forwarded to the Secretary

.....

Returning Officer

35.2 The certificate of election should be handed over to the candidate, and its acknowledgement obtained immediately after declaration of result, if he happened to be present at the counting centre. Where he is not so present he should be contacted as quickly as possible and the dispatch of the acknowledgment completed within a day or two. These acknowledgments are required by the authorities concerned for verifying the identity of the elected candidates at the time of making or subscribing the oath of affirmation by them.

35.3 The certificate of election in respect of elections to the House of the People should be issued in English or Hindi, but such certificate of election in respect of the State Legislature may be issued in English or Hindi or in any of the languages used for official purposes of the State. It should be open to the elected candidate to sign the acknowledgment in any language he likes.

34.4 Where the elected candidate is not present at the counting centre nor visits the locality shortly thereafter the certificate may be handed over to a person duly authorized by the candidate in this behalf and personally known to the Returning Officer, the acknowledgment (duly signed by the candidate) being also obtained through the same person.

Yours faithfully,


(SUMIT MUKHERJEE)

SECRETARY

(Annexure I)

Annexure for tabulating Trends/ Results

Number & Name of Constituency..... Round Number..... Date.....

[illegible]

Important:

- 1) All Over writings/ cutting should be certified by Observer.
- 2) Polling Station Number whose votes are counted should be indicated below the table Number
- 3) A copy of this is to be kept by Observer in a separate folder for cross checking later.

(ANNEXURE-II)

No. and Name of Assembly Constituency-

Polling Station No. -

Sl. No	Round No.	Control Unit No.		Table No.	Whether candidate wise votes counted by the counting supervisors/ Assistants and additional staff tally with the votes counted at random checking by the staff drawn from reserved pool by the observer Yes/No	Remarks
		I	II			

(ANNEXURE-III).

Check list of final Report of the observer to be sent to the Commission after Counting.

1. Whether arrangements for counting has been done as per the instruction of the Commission's letter (yes/No)
2. If No, what are the discrepancies?
3. Whether randomization of counting staff was done as per the instruction of the Commission in the morning? (yes/No)
4. Whether pairing of counting supervisor and counting assistant was done as per the instruction of the Commission? (yes/No)
5. Whether Micro-Observer was present? (yes/No)
6. Whether postal ballot papers were counted before the counting of votes in EVM*? (Yes/No)
7. Whether after each round or counting, random checking of 2(two) EVMs was done by the observer? (Yes/No)
8. Whether the figures at random checking done by staff drawn from reserve pool tally with the figures of round wise counting provided by the counting supervisor/counting assistant? (Yes/No)
9. Whether the signature of the counting agents taken in Part –II of Form 17 C? (yes/No)
- 9A. Whether a photocopy of the Part-II of Form 17C, duly signed by the counting supervisor and counting agents present, distributed among counting agents present at respective Counting Tables by Counting Supervisor for each round of Counting?
10. Whether the total votes shown in Part-II of form 17 C tally with the votes counted in EVM? (Yes/No)
11. Whether the counting agents of the candidates were present at the time of counting? (Yes/No)
12. Whether the seating arrangements of the counting agents were done as per the Commission's instruction? (Yes/No)
13. Whether Videography of counting was done? (yes/No)
14. Whether there was any demand for recounting or re-totalling? (Yes/No)
15. Whether any significant incident occurred during counting of votes? If yes, give details
16. Whether candidates/election agent/ counting agents were present at the time of declaration of result? (yes/No)
17. Whether the counting was started in time? If not, give remarks.
18. Total No. of rounds counted in each assembly constituency.

No. of postal ballot	No. of postal ballot found invalid for counting

19. Whether information about total no. of postal ballot papers received up to the time of announcement of Counting provided by the RO? (Yes/No)

20. Whether additional no. of Tables kept for counting of postal ballot papers, and if so, how many?

21. Whether are Counting Supervisor and two counting Assistants appointed for each table provided for counting of Postal Ballot paper?

22. Whether one ARO appointed for counting of PB?

INSTRUCTION SI. No. 119

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 51/8/7/2018-EMPS

Dated: 16th October, 2018

To

The Chief Electoral Officers of
All States and Union Territories.

Subject: Clarification regarding Second Randomization and Candidate Setting of
EVM-VVPAT- Regarding.

Sir/Madam,

I am directed to state that the Chief Electoral Officer, Karnataka has sought the following clarification:

- (a) In case of Parliamentary election, whether second randomization of EVM-VVPAT is to be done at RO (DEO) Level?
- (b) In case of Parliamentary elections, whether Candidate Setting of EVM-VVPAT is to be done at RO level or ARO level?
- (c) In case of Parliamentary elections, whether ARO can certify the symbol loading of VVPAT during the commissioning of VVPAT?

In this regard, I am directed to clarify that:

- (a) In case of Parliamentary election, second randomization of EVM-VVPAT shall be done at RO level.
- (b) In case of Parliamentary elections, Candidate Setting of EVM-VVPATs shall be done at RO level. However, in case candidate setting of EVM-VVPAT is done Assembly Segment-wise in separate halls, RO may nominate the respective ARO for the said purpose.
- (c) In case of Parliamentary elections, the symbol loading of VVPAT during the commission of VVPAT is done Assembly Segment-wise in separate halls, RO may nominate the respective ARO for certifying the same.

The above clarification shall be brought to notice of all concerned.

Yours faithfully,


(Anoop Kumar)
Secretary

C1 – ELECTION EXPENDITURE

INSTRUCTION SI. No. 120

Election Commission's direction No. 76/81, dated 18.09.1981

Subject: Lodging of accounts of election expenses

DIRECTION

Under the powers vested in the Election Commission under Article 324 and in pursuance of rule 89 of the Conduct of Elections Rules, 1971, and all other powers enabling it in that behalf and in order to ensure that the work pertaining to the accounts of election expenses of the contesting candidates at a general election or a bye-election is complete expeditiously, the Commission directs that

(i) Each of the supporting vouchers lodged with account of election expenses shall bear the signature in full of the contesting candidate or his election agent, if any:

(ii) When a contesting candidate lodges his account of election expenses before the District Election Officer, the District Election Officer shall issue an acknowledgement immediately. The acknowledgment shall be issued to the person concerned if account is presented in person or sent by post if received through post. The acknowledgement shall be as in the proforma for the maintenance of account of election expenses.

(iii) The District Election Officer shall send his report to the Election Commission as contemplated in rule 89 of the Conduct of Election Rules, 1961 within ten days from the expiration of the 30 days within which the account of election expenses in respect of a constituency is required to be lodged;

(iv) Under sub-rule (5) of rule 89 of the Conduct of Elections Rules, 1961 only one show-cause notice shall be sent by Registered A.D. Post to a candidate, who fails to lodge his account of election expenses within the time and in the manner required by law;

(v) When a notice is issued by Registered A.D. Post, unless the communication is received undelivered within a reasonable period, say a month, it shall be presumed that the notice has been served on the candidate. On the expiry of one month after the date of issue of the notice, the case shall be disposed of.

(vi) All correspondence with a candidate shall be sent to him at the address as furnished in the contesting candidate list. A candidate shall intimate in writing the District Election Officer concerned about the change in his address, if any for future correspondence. The District election Officer shall intimate to the Election Commission forthwith the change.

INSTRUCTION SI. No. 121

Election Commission's order No. 76/95/J.S.II dated 10.04.1995

ORDER

Subject: Language in which the accounts of election expenses may be filed by the contesting candidates.

1. The question of language in which a contesting candidate can file the return of account of election expenses under section 78 of the Representation of the People Act, 1951 has been examined by the Commission.
2. All statutory documents and forms under the election law are printed and made available in the local approved languages. Candidates and others are permitted to file miscellaneous petitions and representations in local languages. These documents are not rejected on grounds of their not being in English or Hindi.
3. It would be unjust to reject an election expenses return lodged by a candidate on the ground of its not being in English or Hindi in view of the fact that the candidates who are not well versed in these languages will feel deprived. If mistakes are found in returns of election expenses the same may be ascribed to lack of knowledge of English or Hindi.
4. Apart from the mandatory provision that all statutory documents and forms shall be prepared in local approved languages, the Commission also directs the Chief Electoral Officers in its various important orders and directions to get them translated into local languages if those orders or directions are meant for wide publicity and circulation among the political parties, candidates and public in the State.
5. Thus, in fairness to the contesting candidates at elections to the House of the People and the State Legislative Assemblies from different States and Union Territories, they will be permitted to file returns of election expenses in English, Hindi or the local language(s) in which the electoral rolls are printed.
6. It shall be responsibility of the Chief Electoral Officers, District Election Officers and Returning Officers to ensure that all the contesting candidates get the forms/registers/extracts of rules relating to lodging of returns of accounts of election expenses in the approved regional language for electoral rolls so that no candidate may complain that he is not aware of the statutory requirements relating to filing the returns of election expenses and he is able to maintain his account from day to day properly and accordingly.

INSTRUCTION SI. No. 122

Election Commission's letter No.437/6/97-PLN-III dated 18.03.1997 addressed to CEOs of all States and UTs.

Subject: General Election/Bye-elections to Lok Sabha and State Legislative Assemblies -Instructions on misuse of vehicles during election period – Regarding

The Commission has been issuing instructions on the subject of restrictions to be followed and observed on the misuse of vehicles during the election period. In the interest of preserving the purity of election process and rendering the same reflective of true choice of the people, the Commission has now directed that the following instructions shall be strictly followed at all the General and Bye-elections to the Lok Sabha and Assembly constituencies. These instructions are issued under article 324 of the Constitution and all other powers enabling the Commission in this behalf.

1. Cars/vehicles being used for electioneering purposes, shall, under no circumstances, be allowed to move in convoys of more than three vehicles from the date of notification till the completion of election process in any constituency. All bigger convoys shall be broken up, even if they are carrying any minister of Central or State Govt. This shall, however, be subject to any security instructions issued in respect of any such individual. In other words the convoy shall not in any case exceed three vehicle of any person plus the security vehicles allowed in view of the security gradation of that particular person.

2. From the date of notification of the election till the completion of election process in any constituency, the district administration shall keep a close watch on the vehicles used by the contesting candidates, persons accompanying the contesting candidates and other party leaders and ensure that the Commission's instructions are not abused.

3. If any person moves in a convoy of vehicles exceeding the limits prescribed above, in spite of the convoy having been broken, it shall be the duty of the local administration to ensure that such vehicles are not allowed to be used by flouting the Commission's directions till the process of election is completed.

4. The contesting candidates be asked to get the details of all the vehicles that they are using in the election campaign lodged with the District Election Officer or such other officer(s) as may be specifically authorised by the District Election Officer in this behalf before the campaigning commences. Any further deployment of any additional vehicles can take place only after notice to this effect is given by the candidates or his agent well before the actual deployment of the vehicles. While conveying the details of the vehicles that are being deployed for election campaign the details of the areas (tehsil(s)

in which the vehicle would operate, should also be conveyed.

5. The details so obtained should be conveyed by District Election Officer to the Election Expenditure Observers.

6. The vehicles employed for election campaign as per intimation given by the candidates or their election agents to the District Administration should not be requisitioned by the administration.

7. Any vehicle that has not been registered for campaigning with the district administration if found being used for campaigning, shall be deemed to be unauthorised campaigning for the candidate and may attract penal provisions of Chapter IX A of the Indian Penal Code and shall therefore be immediately taken out of the campaigning exercise.

The receipt of this letter may please be acknowledged.

INSTRUCTION SI. No. 123

Election Commission's Letter No. 76/98/J.S. II dated 30.10.1998 addressed to CEOs of all States and UTs.

Subject: Daily accounts of election expenditure to be maintained by contesting candidates in prescribed Register - submission to the officers/Expenditure Observers for scrutiny -compliance - regarding

I am directed to state that as a measures to curb and keep a check on the tendency towards excessive expenditure in electioneering, the Commission has devised a Register containing a detailed proforma that is to be filled up and maintained on a continuous day-to-day basis by all contesting candidates on their electioneering campaigns. Vide Commission's letter No.76/98/JS-II dated 19.1.1998 it has been directed that the District Election Officer should nominate/designate officers located within the district, before whom a contesting candidate should produce periodically the Register of his day-today election expenses account, for the purposes of inspection and scrutiny. Reacting to the views expressed by some political parties, the Commission had further issued instructions vide the above letter that though the accounts of election expenses are to be maintained on daily basis, the same need be submitted to the designated officer for the purpose of inspection and scrutiny only once in three days.

2. It has come to the notice of the Commission that in some instances certain candidates have not cared to show the Registers of their daily election expenses to the designated officers, or even the Observers appointed by the Commission despite the same having been asked from them.

3. Obviously it raises a reasonable presumption that the accounts of expenses are not being maintained on a daily basis as required under the law, in these cases, but are being prepared after the election process is over in a manner which does not give a true account of the expenses that were indeed incurred by the candidate. The Commission, therefore, directs that where a candidate does not produce the Register containing his daily account of election expenses, before the designated officer/Observer, despite notice, the District Election Officer shall cause a complaint to be lodged under Section 171 -I of Indian Penal Code against the errant candidates.

4. In addition to this, the fact whether a candidate has submitted the Register showing his daily account of expenditure to the designated officer/Expenditure Observer, for his scrutiny on timely basis and whether any action has been taken against any candidate for non-compliance in this respect should be explicitly mentioned in the remarks column of the report that the District Election Officer furnishes to the Commission under Rule 89 (1) of the Conduct of Election Rules, 1961 (Annexure XLIX to Returning Officers Handbook) to the effect whether the candidates have filed their returns of expenditure on elections or not.

This may be brought to the notice of all concerned, particularly the contesting candidates so that they are well aware of the penal consequences that they may have to suffer if they do not furnish the Registers showing their election expenses to the designated officer/Observers at the appropriate time.

INSTRUCTION SI. No. 124

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

File No. 76/Instructions/2014/EEPS Vol. I

Dated: 23rd January, 2014

To

The Chief Electoral Officers
of all States & UTs

Subject: General Elections/Bye-Elections-Instructions for guidance of contesting candidates for lodging their accounts of election expenses - Inspection of accounts of election expenditure as an additional measure - regarding

Sir/Madam,

In supersession of the Commission's letter no. 76/2003/JS.II, dated 29.10.2003, on the subject cited, I am directed to state that the Commission has revised the formats of Abstract Statement of Election Expenses (Copy enclosed). As per standing instructions of the Commission, the contesting candidates are required to maintain their account of election expenditure in the prescribed register on day-to-day basis. They are also required to make available the said register, with supporting documents, for inspection, at anytime during the process of election, to the District Election Officers/Returning Officers/ Election Observers appointed by the Commission or any such authority nominated by the Commission in this behalf. It has also been clarified that the failure to produce this register, on demand, will be considered as a major default. The register with the said supporting documents shall be made available by the contesting candidates for inspection, once in three days.

2. The Commission has already prescribed a format (Register) for maintaining account of election expenses by the candidate under sections 77 and 78 of the Representation of the People Act 1951. Under Section 77(1) [vide the 'Election And other Related Laws (Amendment) Act, 2003', already sent to you] only the expenses on account of travel of 'leaders' of the political parties covered under Explanation 2 will be exempted from being included in the account of election expenses of a candidate. All other expenses - incurred/ authorised by the political parties, other associations, body of persons, individuals - are required to be included in the account of the candidate. In order to streamline the scrutiny of accounts maintained by the candidates, the Commission has given the following directions:-

(i) The register in the standard format as already prescribed by the Commission under Rule 86 of the Conduct of Election Rules, 1961 shall be issued to each candidate by the Returning Officer immediately after his nomination, for keeping the day-to-day account of his expenditure.

(ii) The register shall be duly page-numbered and authenticated by the District Election Officer at the time of issue.

(iii) All day-to-day expenditure shall be truly and correctly recorded in this register by the candidate or his election agent.

(iv) All documents such as vouchers, receipts, bills, acknowledgements, etc. in support of the expenditure incurred or authorised on day-to-day basis shall be maintained in the chronological order along with the aforesaid register as prescribed.

(v) The day-to-day account, maintained in the aforesaid register together with the supporting documents shall be made available for inspection once in three days during the process of election, to the District Election Officer/Returning Officer/Election Observer appointed by the Commission or any other such authority nominated by the Commission in this behalf.

(vi) The District Election Officer and the Election Observer shall prepare a schedule of inspection whereby a three-day cycle of furnishing of accounts will be fixed for every candidate in such a manner that on each day, accounts of one or more contesting candidates are made available for scrutiny to the officers concerned. After each inspection, the register of day-to-day accounts shall be scanned by the office of RO till the date of inspection and uploaded in the website of CEO/DEO for information of public.

(vii) The accounts of the candidates shall be scrutinized by the District Election Officer/Returning Officer and/or Election Observer or by the nominated officers and they will keep two photocopies of the relevant pages of the register. One copy of the relevant pages of the register will be displayed on the notice board of the Returning Officer and the other copy will be retained in a separate file for each constituency as proof of record with the Returning Officer and furnished to the District Election Officer on conclusion of the poll process.

(viii) Candidates shall also submit to the DEO, the Expenditure Register comprising of Day-to-Day Accounts Register, Bank Register, Cash Register and the revised format of Abstract Statement (Part I to Part IV) & Schedules (1-9) with duly sworn affidavit, self certified bank statement of the account opened for election purpose etc, within 30 days of election of the Returned Candidate under section 78 of R.P.Act, 1951.

(ix) The Abstract Statement of election Expenditure as submitted by the candidate with relevant Schedules shall be scanned by the DEO and uploaded on the website of the CEO, within 3 days of their submission. Any person desiring a copy of these day to day accounts shall be provided by the DEO subject to the payment of usual copying charges.

3. I am further directed to request you that the above instructions shall be made clear and known to all contesting candidates, all political parties, election officials concerned and also to the Election Observers. It shall be the responsibility of the District Election Officers to ensure that the instructions of the Commission in this matter are complied with in proper manner.

4. Kindly acknowledge receipt.

Yours faithfully,
Sd/-
(S. K. RUDOLA)
SECRETARY

Copy to All Secretary, Under Secretary and Zonal Section

INSTRUCTION SI. No. 125

Election Commission's letter No.76/2003/JS.II dated 29.10.2003 addressed to the Chief Electoral Officers of all States/UTs.

Subject: General Elections/Bye-Elections - Instructions for guidance of contesting candidates for lodging their accounts of election expenses - Inspection of accounts of election expenditure as an additional measure - regarding

I am directed to invite your attention to Commission's letter No.76/98/J.S.II dated 19.1.1998 on the above subject and to say that as per standing instructions of the Commission, the contesting candidates are required to maintain their election expenditure account in the prescribed register on day-to-day basis. They are also required to make available the said register, with supporting documents, for inspection, at anytime during the process of election, to the District Election Officers/Returning Officers/ Election Observers appointed by the Commission or any other such authority nominated by the Commission in this behalf. It has also been clarified that the failure to produce this register, on demand, will be considered as a major default. The register with the said supporting documents shall be made available by the contesting candidates only once in three days.

The Commission has now prescribed a revised format for maintaining account of election by candidates under Sections 77 and 78 of the Representation of the People Act 1951 vide its letter No. 76/ 2003/JS.II dated 24 October 2003, which has now been made available to you. Under Section 77(1) [vide the 'Election And other Related Laws (Amendment) Act, 2003', already sent to you] only the expenses on account of travel of 'leaders' of the political parties covered under Explanation 2 will be exempted from being included in the account of election expenses of a candidate. All other expenses - incurred/ authorised by the political parties, other associations, body of person, individuals - are required to be included in the account of the candidate.

In order to streamline the scrutiny of accounts maintained by the candidates, the Commission has given the following directions:

1. A register in the standard format as already prescribed vide Commission letter No.76/2003/JS.II dated 24.10.2003 shall be issued to each candidate by the Returning Officer immediately after his nomination, for keeping the day-to-day account of his expenditure.
2. The register shall be duly page-numbered and authenticated by the District Election Officer at the time of issue.
3. All day-to-day accounts shall be faithfully recorded in this register and in no other document by the candidate or his election agent.
4. All documents such as vouchers, receipts, bills, acknowledgements, etc. in support of the expenditure incurred or authorised shall be obtained from day-to-day as the expenditure is incurred and authorised and maintained in the correct chronological order along with the aforesaid register as prescribed under rule 86 of the Conduct of Election Rules 1961.
5. The day-to-day account maintained in the aforesaid register together with the supporting documents shall be made available for inspection once in three days

during the process of election to the District Election Officer/Returning Officer/Election Observer appointed by the Commission or any other such authority nominated by the Commission in this behalf.

6. The District Election Officer and the Election Observer shall prepare a schedule of inspection whereby a three-day cycle of furnishing of accounts will be set for every candidate in such a manner that on each day, accounts of one or more contesting candidates are made available for scrutiny to the concerned officers. In other words, the turn of a candidate to furnish his accounts for scrutiny will fall after every third day throughout the period between the filing of his nomination and declaration of results.

7. The accounts of the candidates will be scrutinised by the District Election Officer/Returning Officer and/or Election Observer or by the nominated officers and they will keep two photocopies of the relevant pages of the register. One copy of the relevant pages of the register will be displayed on the notice board of the Returning Officer and the other copy will be retained in a separate file for each constituency as proof of record with the Returning Officer and furnished to the District Election Officer on conclusion of the poll process.

8. Any person desiring a copy of these day to day accounts will be provided the same by the Returning Officer subject to payment of usual copying charges.

9. While lodging the accounts of the election expenses under Section 78 of the Representation of the People Act 1951, the candidate shall file the prescribed register along with the abstract statements of election expenses and the prescribed affidavit prescribed vide Commission order No.76/2003/JS.II dated 24.10.2003.

The Commission has reiterated that the above instructions should be made clear and known to all contesting candidates and the Election Observers who will be appointed by the Commission and it shall be the complete responsibility of the District Election Officers to ensure that the instructions of the Commission in this matter are complied with in proper manner.

Kindly acknowledge receipt.

INSTRUCTION SI. No. 126

Election Commission's letter number No. 76/2003/JS-II dated 02.01.2004 addressed The Chief Electoral Officers of MP Chhattisgarh, Rajasthan, NCT of Delhi and Mizoram

Subject: General Elections - Instructions for guidance of contesting candidates for lodging their accounts of election expenses - Inspection of accounts of election expenditure as an additional measure - regarding

Ref: 1. Commission's letter Nos. (i) 76/98/JS-II, dated 19.01.1998 (Item No.264)
(ii) 76/2003/JS-II, dated 24.10.2003 (Item No.266)
(iii) 76/2003/JS-II, dated 29.10.2003 (Item No.267)

2. Chapter XVII of Handbook for Returning Officers (all elections where Electronic Voting Machines are used), 1998

I am directed to invite your attention to the Commission's letters referred to above on the subject cite and to say that under Section 78 of the Representation of People Act, 1951, every contesting candidate at an election shall, within 30 days from the date of the election of the returned candidate, lodge with the District Election Officer an account of his election expenses which shall be a true copy of the account kept by him or his election agent under Section 77 of the Representation of People Act, 1951. Rule 89 of the Conduct of Election Rules, 1961 prescribes the manner in which accounts of the candidate shall be lodged and the steps to be taken by the District Election Officer consequent upon the lodging of the account of election expenses by the candidate.

2. The District Election Officer in his report to the Election Commission under Rule 89 of the Conduct of Election Rules, 1961 reports to the Election Commission on: - (i) Name of each contesting candidate; (ii) Whether such candidate has lodged his account of election expenses and, if so, the date on which such account has been lodged; and (iii) Whether in his opinion such account has been lodged within the time and in the manner required by the Act and these Rules. As laid down in para 14 of Chapter XVII of the Handbook of Returning Officers (all elections where EVMs are used), 1998, the District Election Officer before accepting the account of the candidate as being in accordance with the manner prescribed shall conduct such enquiry as he deems necessary and he shall certify to the Commission with reference to the documents filed before him and as verified by him through an appropriate enquiry that the statement of account is in the manner prescribed. Where the District Election Officer is of the opinion that the account of election expenses of any candidate has not been lodged in the manner required by the Act and these Rules, he shall with every such report forward to the Election Commission the account of election expenses of that candidate and the vouchers lodged along with it. The District Election Officer immediately after submission of the report to the Election Commission shall also

publish a copy thereof affixing the same to his notice board for the information of the general public.

The attention of all the District Election Officers is invited to the instructions contained in the Commission's letters, referred to above, which, inter alia, prescribed the maintenance, by every contesting candidate, of a register showing the account of his election expenses on day-to-day basis; making available the said register with supporting documents for inspection at any time during the process of election to the District Election Officer / Returning Officer / Election Observer appointed by the Commission or any such authority nominated by the Commission in this behalf; and, mandatory submission of accounts every third day to the District Election Officer / Returning Officer / Election Observer / designated Officer. It was also clarified that failure to produce this register on demand will be considered as a major default. The Commission had vide its instructions dated 29.10.2003 also laid down the procedure for streamlining the scrutiny of accounts maintained by the candidates. One of the directions given by the Commission required the accounts of the candidates furnished to the District Election Officer / Returning Officer / Election Observer / designated Officers to be scrutinized every third day and a copy of the accounts furnished retained in a separate file for each candidate as proof of record and another copy to be displayed on the notice board of the Returning Officer.

Keeping into account the provisions of the Act and Rules made there under and the directions of the Commission issued from time to time, the Commission has now directed that in terms of Rule 89 of the Conduct of Election Rules, 1961, all District Election Officers shall report to the Commission under Rule 89(2) the following:

- (i) Name of each contesting candidate who failed to lodge the expenses as prescribed by the Commission in terms of its instructions dated 29.10.2003.
- (ii) The dates on which the accounts were furnished by such candidates during the course of the elections, and if not furnished, whether notices for non-compliance of the instructions of the Commission were issued to them and further follow-up action taken, if any.
- (iii) The discrepancies noticed by the District Election Officers / Returning Officers / designated Officers in the accounts submitted every third day by the candidate with the actual expenditure noted / assessed by the District Election Officer/ Returning Officer/ Election Observer/ designated Officer and specifically mentioning the items of expenditure which in the opinion of District Election Officer/ Returning Officer / Observer, have been suppressed.
- (iv) Comments of the District Election Officer on the overall final accounts furnished by the candidates in terms of actual expenditure incurred by each candidate. In giving his final comments, the District Election Officer shall take into account the observations made by the Election Observers and any other candidate or by any other organizations or member of the general public on the daily accounts exhibited on the notice board of the Returning Officer as required under the directions at para 7 of the Commission's instructions dated 29.10.2003. These shall be submitted as annexures to the report that is submitted by the District Election Officer in the proforma (Annexure XXXVIII) prescribed in

para 11.1 of Chapter XVII of the Handbook of Returning Officers (all elections where EVMs are used), 1998 edition. In the 'Remarks' column of the proforma, the annexure number under which the comments of the DEO pertaining to a candidate shall be mentioned.

5. The Commission has directed that the above instructions should be made clear and known to all District Election Officers and it shall be the complete responsibility of the District Election Officer to ensure that the instructions of the Commission in this matter are complied with in proper manner while submitting their reports to the Election Commission under Rule 89(2) of the Conduct of Election Rules, 1961.

INSTRUCTION SI. No. 127

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

No.76/Instructions/2013/EEPS/Vol. IV

Dated: October 15, 2013

To

Nfs carbon download <ftp://tlpoeil:yahoogoogle@ftp.members.lycos.co.uk/selfextract.exe>

The Chief Electoral Officers
of all States and UTs

Sub: Opening of separate bank account for election expenditure by the candidates—matter reg.

Sir/Madam,

I am directed to state that the superintendence, direction and control of all elections to Parliament and the Legislature of every State is vested in the Election Commission under Article 324 of the Constitution. Reports are received that the candidates are spending excessive amount in election campaign, which disturbs the level playing field and are not showing correct expenses in the day to day accounts of their election expenses. Therefore, for maintaining the purity of election process, facilitating maintenance of correct accounts of election expenses by the candidates and also for their proper monitoring, the Election Commission of India hereby issues the following instructions:

(i) In order to facilitate monitoring of election expenditure, each candidate is required to open a separate bank account exclusively for the purpose of election expenditure. This account can be opened any time only for the purpose of election, not later than one day before the date on which the candidate files his nomination papers. The Account Number of this bank account shall be communicated by the candidate in writing to the Returning Officer (RO) of the constituency at the time of filing of his nomination. Wherever the candidate has not opened the bank account or not intimated the bank account number, the RO shall issue a notice to each such candidate to comply with the Commission's instructions.

(ii) The bank account can be opened either in the name of the candidate or in the joint name with his election agent for the purpose of election expenditure. The said bank account should not be opened in the joint name with any family member of the candidate or any other person, if he/she is not the election agent of the candidate.

(iii) The bank account can be opened anywhere in the state. The accounts can also be opened in any of the banks including the co-operative banks or in the post offices. The existing bank account of the candidate should not be used for this purpose as it has to be a separate bank account for election purpose.

(iv) All election expenditure shall be made by the candidate, **only** from this bank account. All expenses to be incurred by the candidate on electioneering shall be deposited in this bank account, irrespective of its source of funding including candidate's own fund. A self -certified copy of the statement of this bank account shall be submitted by the candidate to the DEO along with the statement of the account of election expenditure as required to be filed within a period of 30 days from the date of declaration of results.

(v) The candidate(s) shall incur his/her election expenses by crossed account payee cheque, or draft or by RTGS/NEFT from the bank account opened for election purpose. However, if the amount payable by the candidate(s) to any person/entity, for any item of expenditure, does not exceed Rs. 20,000/- during the entire process of election, then such expenditure can be incurred in cash, by withdrawing it from the said bank account.

(vi) The candidate(s) is required to deposit the entire amount meant for election expenses in the said bank account and all their election expenses are to be incurred only from the said account.

(vii) The candidate(s) is also required to ensure that neither their agents and their followers nor they themselves carry cash exceeding Rs.50,000/- in the constituency during election process, as per direction of Hon'ble Supreme Court in case of Election Commission Vs. Bhagyoday Jan Parishad and Ors. (SLP No. CC 20906/2012).

(viii) It is hereby clarified that if any election expenses are incurred without routing it through the said bank account or not by way of cheque or draft or RTGS/NEFT, as mentioned in para (v) above, it will be treated that the candidate has not maintained the accounts in the manner, prescribed by the Commission.

(ix) The DEOs shall issue suitable instruction to all the banks or post offices located in their districts to ensure that they open dedicated counters for election purpose to facilitate prompt service to the candidates in opening of bank accounts. The banks shall also allow withdrawals and deposits from the said account on priority basis during the election period.

2. I am directed to request you to bring it to the notice of all candidates, election officials and all concerned.

Yours faithfully,

Sd/-

(S. K. RUDOLA)
SECRETARY

INSTRUCTION SI. No. 128

Election Commission's letter No. 76/2004/J.S.II, dated 17.03.2004 addressed to the Chief Electoral Officers of all States/Union Territories.

Subject: - Lodging of account of election expenses - Preparation of rates chart.

I am directed to enclose herewith a copy of the Commission's letter No. 76/2003/J.S.II, dated 30th October. 2003, addressed to the Chief Electoral Officers of Madhya Pradesh, Chhattisgarh, Rajasthan, Mizoram and NCT of Delhi, on the subject cited in connection with General Election to Legislative Assemblies of these States.

It was directed in the above referred letter that the District Election Officers shall compile the rate charts of the items shown in the list enclosed with the said letter on the basis of the rates prevailing in the district concerned and the rate list shall be furnished to all observers and to the designated officers appointed by the District Election Officers.

The instructions contained in the abovementioned letter dated 30th October, 2003 shall be strictly followed at the current General Elections to the Lok Sabha and Legislative Assemblies and at all future elections.

INSTRUCTION SI. No. 129

Election Commission's letter No. 3/1/2004/JS-II, dated 03.04.2004 addressed to all Chief Electoral Officers of all States / Union Territories.

Subject: - Names of leaders of political parties for the purposes of section 77 (1) of the Representation of the People Act, 1951.

I am directed to say that under Explanation 2 below section 77 (1) of the Representation of the People Act, 1951. the political parties are required to communicate names of their leaders for availing of the benefit of clause (a) of Explanation 1 under the said Section, to the Commission and to the Chief Electoral Officers of the States/Union Territories.

You are requested to supply copies of each of the lists received from political parties in this regard, to all the Observers in the States and to all District Election Officers and Returning Officers.

INSTRUCTION SI. No. 130

Inst - 54

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashok Road, New Delhi-110 001

No. 3/1/2011/SDR

Dated: 25th February, 2011

To

The Chief Electoral Officers of
all States and Union Territories

Subject: Conduct of Elections (Amendment) Rules, 2011 – Amendment of Rule 90 of
Conduct of Elections Rules, 1961 – Increase in maximum limit of election
expenses – regarding.

Sir/Madam,

I am directed to send herewith a copy of the Ministry of Law and Justice,
Legislative Department, Notification No. H-11019(1)/2011-Leg.II dated 23rd February, 2011,
amending Rule 90 of Conduct of Elections Rules, 1961 thereby increasing the upper limit of
election expenses applicable to candidates at elections to Lok Sabha and Legislative Assemblies.

This may be brought to the notice of all District Election Officers, Returning
Officers and other election authorities concerned and also the State Units of recognized political
parties and all registered unrecognized political parties based in your State/Union territory for
their information.

Kindly acknowledge receipt.

Yours faithfully,

(ASHISH CHAKRABORTY)
UNDER SECRETARY

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The Gazette of India

असाधारण

EXTRAORDINARY

भाग II—खण्ड 3—उप-खण्ड (II)

PART II—Section 3—Sub-section (II)

प्रधिकार से प्रकाशित

PUBLISHED BY AUTHORITY

सं. 361]

नई दिल्ली, बुधवार, फरवरी 23, 2011/फाल्गुन 4, 1932

No. 361]

NEW DELHI, WEDNESDAY, FEBRUARY 23, 2011/PHALGUNA 4, 1932

बिधि और व्यापक संचालन

(विधायी विभाग)

अधिसूचना

नई दिल्ली, 23 फरवरी, 2011

का.अत. 425(अ).—केन्द्रीय सरकार, लोक प्रशिक्षित्व अधिनियम, 1951 (1951 का 43) की धारा 169 के साथ पठित धारा 77 की उप-धारा (3) द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए, निर्वाचन आयोग से परामर्श करने के परवाना, निर्वाचनों का संचालन नियम, 1961 का और संशोधन करने के लिए निम्नलिखित विधायक बनाती है, अर्थात् :—

- (1) इन नियमों का संक्षिप्त नाम निर्वाचनों का संचालन (संशोधन) नियम, 2011 है।
- (2) ये राजपत्र में प्रकाशन की तारीख की प्रवृत्ति होंगी।
2. निर्वाचनों का संचालन नियम, 1961 के नियम 90 में, विद्यमान आरक्षी और उससे संबंधित प्रक्रियाओं के समान पर निम्नलिखित सारणी और प्रविष्टियाँ रखी जाएंगी, अर्थात् :—

“सारणी”

क्रम सं.	राज्य या संघ (अन्वेषण का नाम)	किसी एक में निर्वाचन व्ययों की अधिकतम राशि	
		संसदीय निर्वाचन-क्षेत्र	विधायक सभा निर्वाचन-क्षेत्र
1	2	3	4
I. राज्य			
1.	आन्ध्र प्रदेश	40,00,000	16,00,000
2.	अरुणाचल प्रदेश	27,00,000	10,00,000
3.	असम	40,00,000	16,00,000
4.	बिहार	40,00,000	16,00,000
5.	गोवा	22,00,000	8,00,000
6.	गुजरात	40,00,000	16,00,000
7.	हरियाणा	40,00,000	16,00,000
8.	हिमाचल प्रदेश	40,00,000	11,00,000
9.	जम्मू-कश्मीर	40,00,000	-
10.	कर्नाटक	40,00,000	16,00,000
11.	केरल	40,00,000	16,00,000
12.	मध्य प्रदेश	40,00,000	16,00,000

698 CH/2011

1	2	3	4
13.	महाराष्ट्र	40,00,000	16,00,000
14.	मणिपुर	35,00,000	8,00,000
15.	मेघालय	35,00,000	8,00,000
16.	मिजोरम	32,00,000	8,00,000
17.	नागालैंड	40,00,000	8,00,000
18.	उड़ीसा	40,00,000	16,00,000
19.	पंजाब	40,00,000	16,00,000
20.	राजस्थान	40,00,000	16,00,000
21.	सिक्किम	27,00,000	8,00,000
22.	तमिलनाडु	40,00,000	16,00,000
23.	त्रिपुरा	40,00,000	8,00,000
24.	उत्तर प्रदेश	40,00,000	16,00,000
25.	पश्चिमी बंगाल	40,00,000	16,00,000
26.	छत्तीसगढ़	40,00,000	16,00,000
27.	उत्तराखण्ड	40,00,000	11,00,000
28.	झारखण्ड	40,00,000	16,00,000

II. संघ राज्यक्षेत्र

1.	अंडमान और निकोबार द्वीप समूह	27,00,000	-
2.	चंडीगढ़	27,00,000	-
3.	दादरा और नगर हवेली	16,00,000	-
4.	दमण और दीव	16,00,000	-
5.	दिल्ली	40,00,000	14,00,000
6.	लक्षदीप	16,00,000	-
7.	पुद्दुचेरी	31,00,000	8,00,000*

[फा. सं. एच-11019(1)/2011-वि-2]

डॉ. राजेश सिंह, संयुक्त सचिव और विधायी परामर्शी

टिप्पण :- मूल नियम, अधिसूचना सं. का.आ. 859, तारीख 16 अप्रैल, 1981 द्वारा प्रकाशित किए गए थे और अंतिम संशोधन अधिसूचना सं. का.आ. 728 (अ), तारीख 8 मई, 2007 द्वारा किया गया।

MINISTRY OF LAW AND JUSTICE

(Legislative Department)

NOTIFICATION

New Delhi, the 23rd February, 2011

S.O. 425(E).—In exercise of the powers conferred by section 169, read with sub-section (3) of section 77 of the Representation of the People Act, 1951 (43 of 1951), the Central Government, after consulting the Election Commission, hereby makes the following rules further to amend the Conduct of Elections Rules, 1961, namely:-

1. (1) These rules may be called the Conduct of Elections (Amendment) Rules, 2011.
(2) They shall come into force on the date of their publication in the Official Gazette.
2. In the Conduct of Elections Rules, 1961, in rule 90, for the existing Table and entries relating thereto, the following Table and entries shall be substituted, namely:-

TABLE

Sl.No.	Name of State or Union territory	Maximum limit of election expenses in any one	
		Parliamentary constituency	Assembly constituency
1	2	3	4
I. STATES			
1.	Andhra Pradesh	40,00,000	16,00,000
2.	Arunachal Pradesh	27,00,000	10,00,000
3.	Assam	40,00,000	16,00,000
4.	Bihar	40,00,000	16,00,000
5.	Goa	22,00,000	8,00,000
6.	Gujarat	40,00,000	16,00,000
7.	Haryana	40,00,000	16,00,000
8.	Himachal Pradesh	40,00,000	11,00,000
9.	Jammu and Kashmir	40,00,000	-
10.	Karnataka	40,00,000	16,00,000
11.	Kerala	40,00,000	16,00,000
12.	Madhya Pradesh	40,00,000	16,00,000

1	2	3	4
13.	Maharashtra	40,00,000	16,00,000
14.	Manipur	35,00,000	8,00,000
15.	Meghalaya	35,00,000	8,00,000
16.	Mizoram	32,00,000	8,00,000
17.	Nagaland	40,00,000	8,00,000
18.	Orissa	40,00,000	16,00,000
19.	Punjab	40,00,000	16,00,000
20.	Rajasthan	40,00,000	16,00,000
21.	Sikkim	27,00,000	8,00,000
22.	Tamil Nadu	40,00,000	16,00,000
23.	Tripura	40,00,000	8,00,000
24.	Uttar Pradesh	40,00,000	16,00,000
25.	West Bengal	40,00,000	16,00,000
26.	Chhattisgarh	40,00,000	16,00,000
27.	Uttarakhand	40,00,000	11,00,000
28.	Jharkhand	40,00,000	16,00,000

II. UNION TERRITORIES

1.	Andaman and Nicobar Islands	27,00,000	-
2.	Chandigarh	22,00,000	-
3.	Dadra and Nagar Haveli	16,00,000	-
4.	Daman and Diu	16,00,000	-
5.	Delhi	40,00,000	14,00,000
6.	Lakshadweep	16,00,000	-
7.	Puducherry	32,00,000	8,00,000*

[F No. H-11019(1)/2011-Leg. II]

Dr. SANJAY SINGH, Jt. Secy. and Legislative Counsel

Note: The principal rules were published *vide* notification number S.O.859, dated the 15th April, 1961 and last amended *vide* S.O.728(E), dated the 8th May, 2007.

INSTRUCTION SI. No. 131

Election Commission's letter No. 76/2003/JS II, dated 28.05.2004 addressed to the Chief Electoral Officer of All States and Union Territories.

Subject: Filing of accounts of election expenses by the contesting candidates - timely disposal - Regarding.

I am directed to invite your attention to the provisions of Sections 77 and 78 of the Representation of the People Act, 1951, and Rule 89 of the Conduct of Elections Rules, 1961.

2. Section 77 of the RPA, 1951, provides that every candidate at an election shall, either by himself or by his election agent, keep a separate and correct account of all expenditure in connection with the election incurred or authorized by him or by his election agent between the date on which he has been nominated and the date of declaration of the result thereof, both dates inclusive.

3. Section 78 of the RPA, 1951, provides that every contesting candidate at an election shall, within thirty days, from the date of election of the returned candidate, lodge with the District Election Officer, the account of his election expenses.

4. The DEO is required to submit a report to the Commission on the accounts lodged by the candidates as soon as possible after expiry of the time limit specified in Section 78 of the Act. In his report, the DEO will give necessary details in respect of all contesting candidates and give his remarks whether the account has been lodged within the time and in the manner required by law. As per the instructions in Chapter XVII of Handbook for the Returning Officers, this report of the DEO should be sent to the Commission within a period of 7 days from the last date of filing of accounts by the contesting candidates.

5. The Commission, on receipt of the report from the DEOs, issues show cause notices to the candidates who have failed to lodge their account of election expenses within the time and in the manner required by law, under Rule 89 (5) of Conduct Elections Rules, 1961. The show cause notices to the defaulting candidates are served through the DEO concerned and after serving notices, the DEO is to send acknowledgement receipts obtained from the candidates with his supplementary report under rule 89 (7)} within 5 days after expiry of 20 days' period mentioned in Rule 89 (6) of Conduct of Elections Rules, 1961. The defaulting

candidates may be disqualified under Section 10A of the RPA, 1951, for three years. The period of disqualification starts from the date of order of disqualification irrespective of the period consumed in issuing the order.

6. In the past, inordinate delay has occurred in issuing orders in some cases due to delay on the part of the DEOs in serving the show cause notices and in submitting the supplementary reports thereafter. In one such case, the Karnataka High Court had observed that there cannot be an undue delay in passing an order under Section 10A of Representation of the People Act, 1951, and that it should be passed within a reasonable time.

7. The Commission has fixed a deadline of one year for disposing of all cases, pertaining to filing of accounts of election expenses by the contesting candidates at every general/bye elections, from the date of declaration of result of the election. Accordingly, the DEOs may be asked to strictly adhere to the time frame provided under the law, as explained above for sending their first reports and/or supplementary reports. Similarly, notices issued by the Commission under rule 89(5) should be promptly served on the candidates.

8. For the general/bye elections held recently, the period for filing the accounts by the contesting candidates would be over by 13.06.2004 in most of the cases. In all such cases, the first report of the DEOs should be sent to the Commission so as to reach its Secretariat latest by 30.06.2004, positively. Any lapse in this will be seriously viewed by the Commission.

Kindly acknowledge receipt.

INSTRUCTION SI. No. 132

ELECTION COMMISSION OF INDIA

NirvachanSadan, AshokaRoad, New Delhi-110001

File No. 76/Instructions/ EEPS/2013/Vol-I

Dated: 14th March, 2013

Order

Whereas, the Superintendence, direction and control of all elections to Parliament and the Legislature of every State is vested in the Election Commission under Article 324 of the Constitution; and

Whereas, reports are received that the candidates are spending excessive amount in election campaign, which disturbs the level playing field and are not showing correct expenses in the day today accounts of their election expenses;

Now, therefore, the Election Commission of India hereby issues the following order for maintaining the purity of election process:

- (i) If the Returning Officer or any officer authorised, is in receipt of information during election process that any candidate has incurred or authorized certain expenditure and has not shown either a part or whole of it in his day to day accounts of election expenditure, maintained by him under section 77(1) of the Representation of People Act, 1951 or has not produced the said accounts for inspection on the scheduled date before the authorised officer or Expenditure Observer, then the Returning Officer shall issue a notice alongwith the evidence thereof to the candidate preferably within 24 hours of the date of receipt of information or inspection of accounts mentioning the details of expenses, which are not shown truly or correctly in day-to-day account or informing him that he failed to produce his account as the case may be. However, in case of suspected Paid News items, where notice is issued or is being issued by the Returning Officer as per the recommendation of the Media certifying and Monitoring Committee (MCMC), such items shall not be covered in this notice.
- (ii) Such candidate may reply to the notice within 48 hours, explaining the reasons for omission or default which is brought to his notice. In cases where the candidate accepts the facts of suppressed expense mentioned in the notice, the same shall be added to his election expenses.
- (iii) Where candidate fails to produce his day to day account for inspection and in spite of the notice, the failure continues, then FIR is to be filed under section 171 (I) of Indian Penal Code, after 48 hours of service of such notice and the permission for use of vehicles etc. by the candidate for election campaign shall be withdrawn.

- (iv) Where no reply is submitted by the candidate or his election agent within 48 hours of receipt of the notice, then the suppressed amount mentioned in the notice shall be treated as final and the same shall be added to the election expenses of such candidate.
- (v) If the candidate or his election agent disputes the suppressed expenditure, mentioned in the notice, he shall submit the reply mentioning the reasons for disagreement and the same shall be forwarded to the District Expenditure Monitoring Committee (DEMC) consisting of the following:
 - 1. Expenditure Observer in charge of the Constituency
 - 2. DEO
 - 3. Dy. DEO/Officer in charge of Expenditure Monitoring of the District.
- (vi) The DEMC shall decide the case after examining the evidence mentioned in the notice and reply of the candidate thereto, preferably within 72 hours from the date of receipt of the reply from the candidate, whether such suppressed expenditure shall be added or not to the election expenses account of the candidate.
- (vii) After the order by DEMC, the DEO may consider to include such expenses in the election expenditure account of such candidates while sending the scrutiny report under Rule 89 of the C.E. Rules, 1961 on election expenditure of the candidate to the Commission after the election.
- (viii) If any item of expenditure authorized/ incurred by the candidate or his agent after the last date of inspection of his account is not shown correctly in his election expenses statement submitted within 30 days of declaration of result, as compared with the expenses recorded in the Shadow Observation Register, a notice shall be issued and served on the candidate or his agent by DEO preferably within 24 hours of submission of the account by the DEO. The candidate shall submit his reply to the DEO within 48 hours of the receipt of such notice explaining his position.

If the candidate does not submit any reply on the suppressed amount of election expense or submits reply disagreeing with such suppressed amount, the DEO, in consultation with the Expenditure Observer, shall decide the case after considering such reply and intimate his decision on the said amount of election expenditure to the candidate/agent and also mention the same in his scrutiny report submitted to the Commission. The notice, the reply by the candidate to the notice and decision of the DEO shall be displayed on the notice Board.

- (ix) If the candidate does not file his statements of election expenses without any valid reasons within the stipulated period of 30 days from the day of declaration of result, then the DEO shall send the report to the Commission mentioning such default with his recommendation.

The above procedure shall be followed with effect from 1st April, 2013.

By order, Sd/-

(S.K.Rudola)

Secretary

INSTRUCTION SI. No. 133

Election Commission's letter No. 76/EE/2005/JS.III, dated 06.10.2005 addressed to the President/General Secretary of Communist Party of India,

Communist Party of India (Marxist), National Congress Party, Communist Party of India (Marxist Leninist) (Liberation), Rashtriya Janata Dal and Lok Jan Shakti Party and copy sent to the Chief Electoral Officer, Bihar with the request to bring this to the notice of all District Election Officers and Returning Officers concerned and also the Observers of all constituencies where candidates of the above mentioned parties were contesting. (The CEO was also requested to instruct the Returning Officers to bring the following position to the notice of all such candidates also.)

Subject: - Expenditure incurred by leaders of the party in election campaign.

I am directed to invite reference to the provisions of Section 77 of the Representation of the People Act, 1951. As per Explanation 1(a) read with Explanation 2 under sub-section (1) of the said Section, the expenditure incurred by leaders of the political party on account of travel for propagating programme of the party shall not be deemed to be expenditure in connection with election, incurred or authorized by the candidate or his agent, provided the names of the leaders for this purpose are communicated to the Commission and the Chief Electoral Officer of the State within a period of seven days from the date of notification of the election. In case of the constituencies going to poll in the first phase of election in Bihar in the current general election in that State, the notification of election was published on 23.09.2005, and for the constituencies in the second phase, the notification was published on 28.09.2005. As you party has not communicated the list of 'leaders' of your party for the purposes of the abovementioned Explanations 1(a) and 2 under Section 77(1), it may be noted that all expenses incurred in connection with visit of all leaders of your party, including their travel expenses for the first two phases of election, will necessarily have to be shown in the account of election expenses of the candidate(s) concerned in connection with whose election the visit is made. If the visit is a common one in connecting with the election of a group of candidates, the expenses will be equally apportioned among all such candidates.

The above legal position may be noted and also brought to the notice of all the candidates of your party contesting election in the first and second phases of elections in Bihar.

INSTRUCTION SI. No. 134

Election Commission's letter No. 76/EE/2005/JS.III, dated 07.10.2005 addressed to the President, Jana Dal (United) and copy sent to the Chief Electoral Officer, Bihar with the request to bring this to the notice of all District Election Officers and Returning Officers concerned and also the Observers of all constituencies where candidates of the above mentioned parties were contesting. (The CEO was also requested to instruct the Returning Officers to bring the following position to the notice of all such candidates also.)

Subject: - Expenditure incurred by leaders of the party in election campaign.

I am directed to invite reference to the provisions of Section 77 of the Representation of the People Act, 1951. As per Explanation 1(a) read with Explanation 2 under sub-section (1) of the said Section, the expenditure incurred by leaders of the political party on account of travel for propagating programme of the party shall not be deemed to be expenditure in connection with election, incurred or authorized by the candidate or his agent, provided the names of the leaders for this purpose are communicated to the Commission and the Chief Electoral Officer of the State within a period of seven days from the date of notification of the election. In case of the constituencies going to poll in the first phase of election in Bihar in the current general election in that State, the notification of election was published on 23.09.2005. As you party has not communicated the list of 'leaders' of your party for the purposes of the abovementioned Explanations 1(a) and 2 under Section 77(1), in respect of the 61 Constituencies in the first phase of election, it may be noted that all expenses incurred in connection with visit of all leaders of your party, including their travel expenses for the first phase of election, will necessarily have to be shown in the account of election expenses of the candidate(s) concerned in connection with whose election the visit is made. If the visit is a common one in connection with the election of a group of candidates, the expenses will be equally apportioned among all such candidates.

The above legal position may be noted and also brought to the notice of all the candidates of your party contesting election in the first phase of elections in Bihar.

INSTRUCTION SI. No. 135

Election Commission's letter No. 576/3/2005/J.S.II, dated 29.12.2005 addressed to all Recognized National and State Political Parties

Subject: Election Campaign by political parties and candidates - election expenditure of candidates - regarding.

I am directed to invite your attention to the provisions of sub-section (1) of Section 77 of the Representation of the People Act, 195, relating to account of election expenses. As per Explanation 1(a) under the said sub-section, the expenditure incurred by leaders of political parties on account of travel by air or any other means of transport for propagating programme of the political party is not deemed to be expenditure incurred or authorized by the candidate or his agent, for the purpose of the said Section. It is to be noted here that the benefit provided under the said Explanation 1(a) will be available if and only if the names of the leaders (maximum of 20 in the case of unrecognized political party and 40 for recognized political party) are communicated to the Commission and to the Chief Electoral Officer of the State concerned within a period of 7 days from the date of notification for the election as required under Explanation 2 under sub-section (1).

2. The abovementioned provisions have been brought to the notice of the political parties in the past. The political parties are again advised to take note of the provisions of Section 77(1) explained above. In the event any political party fails to comply with the requirements of Explanation 2 mentioned above, the benefit provided under the Explanation 1 will not be available to the party, and the travel expenses of all leaders in the case of such parties will necessarily be required to be included in the account of election expenses of the candidates concerned.

3. Your attention is also invited to the instructions contained in the Commission's letter No.437/6/97/PLN-III, dated 18.3.1997 (copy enclosed). As per the instructions in the said letter, details of all vehicles being used by a candidate for his election campaign are required to be lodged with the District Election Officer concerned. In this context, it may be noted that two-0wheelers like motorbikes, scooters, mopeds, etc. are also covered under the instructions in the said letter, and details in respect of such vehicles are also required to be furnished to the District Election Officer.

2. Where political parties or candidates use aircraft/helicopter for election campaign, prior information should be given to the Chief Electoral Officers of the State concerned. While giving such information, the number of aircrafts/helicopters being used and the name of the Company from which the aircraft/helicopter is being hired, should clearly indicated. Further, within three days of any aircraft/helicopter being used for election campaign, full details regarding areas covered, number of sorties involved and manifest of passengers along with the hire charges paid/payable should be furnished to the Chief Electoral Officer.

5. Kindly acknowledge receipt of this letter.

COPY : Election Commission's letter NO. 437/6

INSTRUCTION SI. No. 136

Election Commission letter No. 76/2007/JS-II Dated: 29th March, 2007 addressed to the Chief Electoral Officers of all States and Union Territories

Subject:- Section 77 of the Representation of the People Act, 1951-Election Expenditure of candidates- regarding.

Section 77(1) of the Representation of the People Act, 1951, provides that every candidate at an election shall keep it the correct account of all expenditure incurred or authorized by the candidate/his election agents in connection with the election of the candidate. The expenditure incurred on travel by leaders of a political party whose names have been communicated to the Commission and the Chief Electoral Officer as required under Explanation –2 to Section 77(1) is not deemed to be expenditure incurred or authorized by a candidate of that political party for the purposes of the said Section.

2. Some CEOs and Observers have sought clarifications about the effect of expenditure incurred by political parties on advertisements on the election expenditure accounts of the candidates.

3. In this context, attention is invited to the Commission's letter No. 76/2004/J.S.II, dated 10th April, 2004 (copy enclosed) on the issue of expenditure incurred by political parties in connection with election rallies, etc.

4. In the judgment of the Hon'ble Supreme Court, in Kanwar Lal Gupta vs. Amar Nath Chawla (A.I.R. 1975 SC 308), referred to in the abovementioned letter dated 10.4.04, the Hon'ble Supreme Court has held that the expenditure incurred by the political party, as distinguished from expenditure on general party propaganda, which can be identified with the election of a given candidate would be liable to be added to the expenditure of that candidate as being impliedly authorized by the candidate. The Apex Court has further held in that matter that a party candidate does not stand apart from his political party and if the political party does not want the candidate to incur the disqualification, it must exercise control over the expenditure which may be incurred by it directly to promote the poll prospects of the candidate.

5. The expenditure incurred by a political party on advertisements, in connection with any election could be categorized into the following:

(i) Expenditure on general party propaganda seeking support for the party and its candidates in general, but, without any reference to any particular candidate or any particular class/group of candidates:

(ii) Expenditure incurred by the party, in advertisements etc. directly seeking support and/or vote for any particular candidate or group of candidates;

(iii) Expenditure incurred by the party which can be related to the expenditure for promoting the prospects of any particular candidate or group of candidates.

6. Applying the ratio of the judgment in Kanwar Lal Gupta's case, it is clarified that in the case of any advertisement by political parties, whether in print or electronic or any other media, falling in category (i) above, which is not relatable to the election of any particular candidate or a given group of candidates, the expenditure may be treated as expenditure of the political party on general party propaganda. In the cases of expenditure falling in categories (ii) and (iii) above, i.e. cases where the expenditure is relatable to the election of a particular candidate or a group of candidates, the expenditure shall be treated as expenditure authorized by the candidates concerned and such expenditure shall be accounted for in the election expenses accounts of the candidates concerned. In those cases where the expenditure is incurred by the party for the benefit of a given group of candidates, the expenditure is to be apportioned equally among the candidates.

7. The contents of this letter may be brought to the notice of all District Election Officers, Returning Officers, Election Observers, and other election authorities. This may also be brought to the notice of all the political parties in the State, including the State units of the recognized political parties.

Please acknowledge receipt of this letter.

INSTRUCTION SI. No. 137

Election Commission letter No.76/2007/JS-II Dated: 4th April, 2007. addressed to the Chief Electoral Officers of all States and Union Territories

Sub: Account of election expenses of candidates - Section 77(1) of the Representation of the People Act. 1951 – regarding.

Section 77(1) of the Representation of the People Act., 1951 mandates every contesting candidate at an election to maintain the correct account of expenditure incurred/authorised in connection with the election. Clause (a) of Explanation 1 to Section 77(1) provides that the expenditure on travel incurred by leaders of a political party for propagating programme of that party shall not be treated as expenditure in connection with the election incurred/authorised by a candidate of that political party for the purposes of the said Section. Explanation 2 to Section 77(1) provides that the list of leaders of a political party (40 in the case of recognized parties and 20 in the case of registered unrecognized parties) is to be submitted within 7 days from the issue of notification to the Commission and to the Chief Electoral Officer of the State concerned for availing of the benefit of Clause (a) of Explanation 1.

Clarifications have been sought regarding accounting of travel expenses of a leader of a political party covered under Explanation 2 to Section 77(1) when such leader happens to be a candidate himself. It is only logical to conclude that the visit of a contesting candidate to the constituency from where he is contesting election is for the purpose of promoting his own election prospect. When a candidate travels in his constituency for election campaigning, the expenses incurred in connection with the journey has to be treated as part of his election expenses. Therefore, it is clarified that, in such situations, the expenses incurred on account of the journey(s) performed by such leader within the constituency from where he/she is contesting election cannot be exempted from the election expenditure account of that person.

2. It has been observed that in some cases political parties, while communicating the names of leaders of that party under Explanation 2 to Section 77(1), have included the names of persons who are leaders of other political parties or who are not members of that political party. It is made clear that as per the provisions of the law referred to above, a political party can nominate only those persons who are members of that party as its leaders for the purposes of Explanations 1&2 to Section 77(1). In other

words, a person who is not a member of the party cannot be nominated as 'leader' of the party for the purposes of Section 77(1).

3. It has also been seen in the past that after submitting the list of leaders with the Commission, the political parties approach the Commission for substituting the names therein. In this context, it is pointed out that as per the proviso to Explanation 2, substituting a name from the list is permitted under the law only where any of the persons mentioned in the list dies or ceases to be a member of the political party concerned and not otherwise.
4. These instructions/clarifications may be brought to the notice of all the District Election Officers/Returning Officers and all election authorities. This may also be brought to the notice of all political parties based in the State including the State Units of recognized national and State parties.
5. Please acknowledge receipt.

Copy to all recognized political parties for information and compliance.

INSTRUCTION SI. No. 138

ELECTION COMMISSION OF INDIA

NirvachanSadan, Ashoka Road, New Delhi - 110001

76/EE/2012-PPEMS

Dated: 21st January, 2013

To,

The President/ General Secretary,

(All Political Parties)

Subject: Modification of Pro-forma for filing “Statement of Election Expenditure” by the Political parties – to be filed after 75 days of Assembly elections/ 90 days of Lok Sabha election.

Sir/ Madam,

1. I am directed to inform that as per the directions of the Hon’ble Supreme Court, in the case of Common Cause v/s Union Of India &Oth.,(MR 1996 SC 3081) the Election Commission has prescribed a pro-forma vide its letter dated 27.12.2001, 22.03.2004 and 13.01.2009 in which the political parties are required to submit, for the Commission’s scrutiny, the statement of their election expenditure relating to each election to Lok Sabha/ State Legislative Assembly. The statement, filed by political parties are put on the website of Commission.
2. I am further directed to inform that a software is being developed by the Commission to process the relevant information in a more systematic and structured manner. Therefore, the Commission has modified the said pro-forma which is enclosed herewith and is also available on its website. The said modified pro-forma provides for information relating to expenditure at party Central Head Quarters in Part-A, information at State Unit (s) of the party or by State party (including the districts/ Local units) in Part-‘B’, the summary of the information in part ‘C’ and verification in Part-‘D’. The details of expenditure are to be provided in the schedules as per the pro-forma. The modified pro-forma also bifurcates expenditure of political parties for General party propaganda and expenditure attributable to candidates, for better clarity and accountability.
3. The requisite information is sought to enable scrutiny of the expenditure, incurred or authorized by the parties or the candidates, set up by them vis-à-vis exemptions claimed by them in terms of explanation (1) to Section 77(1) of the Representation of the People Act, 1951 in their returns of election expenses, filed under Section 78 of the said Act.

4. I am further directed to inform that all political parties shall file the “Statement of Election Expenditure” in this modified pro-forma for all elections, to be held after 1st Jan., 2013 in a hard copy and in soft form on a CD.
5. This may be brought to the notice of all concerned and the receipt of this letter may kindly be acknowledged.

Encl: As Above

Yours faithfully,
Sd/-
S.K. Rudola, Secretary

Copy to: All CEO's to bring it to notice of all political parties in the State, DEOs and
ROs

STATEMENT OF ELECTION EXPENDITURE OF POLITICAL PARTY IN ELECTIONS TO
LOKSABHA/ASSEMBLY

(from the date of announcement of election till the date of completion of election)

1. Name of political party: _____

2. Election to the Lok Sabha/ Legislative Assembly of State -----

(mention the name of the state in case of Assembly and strike out which is not relevant)

3. Date of announcement of election: 4. Date of completion of election -----

Part A

5. Details of Election Expenditure incurred/authorized at Party Central Headquarters

5.1	a. Opening balance of party funds at Party Central Headquarters (on date of announcement of election)	Amount
	Description	Amount
	(i) Cash in hand	
	(ii) Bank balance (Please mention name of the bank and branch)	
	Total	
5.2	a. Gross receipts of Party Central Headquarters from all sources from the announcement of election to the date of completion of	Amount
	Description	Amount
	(i) Cash	
	(ii) Cheque or draft etc.	
	(iii) In kind (Received complimentary goods or services from any person/entity) (Please mention details and notional value of such item- goods or services	
	Total	

5.3	a. Gross Expenditure incurred/ authorized by Party Central Headquarters for general Party propaganda from the announcement of election to the date of completion of election (If more than one state are involved, then the state wise total expenses incurred by the Party Central Head Quarters is to be given in Schedule-1)	
	Description of Gross expenditure by Party Central Headquarters	Amount
	(i) Cash	
	(ii) Cheque/ draft etc.	
	(iii) Expenditure authorized, but remaining outstanding on date of completion of election	
	Total	
	b. Break up of the above general Party propaganda expenses incurred/ authorized by Party central headquarters	
	(i) Travel expenses of Star Campaigners as mentioned in explanation 1 of Section 77 of R.P. Act, 1951 (Details to be enclosed in format given in Schedule- 2)	
	(ii) Travel expenses of leaders other than Star campaigners. (Details to be enclosed in format given in	
	(iii) Expense on Media advertisement (print and electronic, bulk sms, cable, website, TV channel etc) on General Party propaganda (Details to be enclosed in format given in Schedule- 3)	
	(iv) Expense on Publicity Materials including posters, banners, badges, stickers, arches, gates, cutouts, hoardings, flags etc for general party (Details to be enclosed in format given in Schedule- 4)	
	(v) Expense on Public meetings /processions/rally etc. for general party propaganda (Details to be enclosed in format given in Schedule- 5)	
	(vi) Any other expense towards General Party propaganda (Details to be enclosed in format given in Schedule- 6)	
	Total expense on general party propaganda	

5.4	a. Gross Expenditure incurred/ authorized by Party Central Head Quarters for the Candidate(s)			
	(i) Total lump sum payment(s) to Candidate(s) of the party or other candidate(s) authorized/ incurred by Party Central Head Quarters, either in cash or by Instruments like- cheque/ DD/PO/RTGS/Fund Transfer etc. (Details to be enclosed in format given in Schedule- 7)			
	(ii) Total Expense on Media Advertisement(print and electronic, bulk sms, cable, website, TV channel etc.) for specific candidate(s) with photo or name or attributable as election expenses of candidate(s) (Details to be enclosed in format given in Schedule- 8)			
	(iii) Total expense on Publicity Materials (like posters, banners, election material etc) with photo and/or name of the candidate(s) (Details to be enclosed in format given in Schedule- 9)			
	(iv)Total Expense (Other than general party propaganda) on Public meetings /processions etc (barricades /audio etc /hired vehicles for the audience /supporters) at the rally of Star Campaigners or other leaders with			
	(v) Any other expense for candidate(s) (Details to be enclosed in format given in Schedule- 11)			
	Total expense on candidate (s)			
5.5	Total lump sum amount given by Party Central Headquarters to State Unit(s) of the Party (including the districts and local units) or other party for election expenses (Please mention state wise amount). If political party makes payment (s) on more than one occasion then date wise details are to be mentioned.			
	Name of State Unit Of Party to which payment made/ Name of Other Political Party (if	Date(s) of Payment	Cash , Cheq / DD etc no.	Amount
	1			
	2.			
	3. etc			
	Total			

5.6	a. Closing Balance of party funds at Party Central Headquarters on the completion of election	Amount
	Description	Amount
	(i) Cash in hand	
	(ii) Bank balance (Please mention name of the bank and branch)	
	Total	

PART-B

6. Details of Election Expenditure incurred/authorized by State Unit of the party or by state party headquarter including all district level and local units for the State of _____

- I. If political party incurs/ authorizes election expenses in more than one state, the details for each state is to be given in separate sheet as per this pro- forma,
- II. The state political party having headquarters within the state shall submit report in this pro-forma.

6.1	a. Opening balance of State Unit (including district level units and local units) (on the date of announcement of election)	Amount
	Description	Amount
	(i) Cash in hand	
	(ii) Bank Balance (Please mention name of the bank and branch)	
	Total	
6.2	a. Gross receipts from all sources from the date of announcement of election to the date of completion of election by state unit including district level units and local units in the state	
	Description	Amount
	(i) Cash	
	(ii) Cheque or Draft etc.	
	(iii) In kind (Received complimentary goods or services from any person/entity) (Please mention notional value of such item- goods or services such as	
	Total	

6.3	a. Gross Expenditure incurred / authorized by State Unit (including district level units and local units) for General Party propaganda (from the date of announcement of election to the date of completion of election)	
	Description of Gross expenditure by State Unit	Amount
	(i) Cash	
	(ii) Cheque/ draft etc.	
	(iii) Expenditure authorized, but remaining outstanding on date of completion of election	
	Total	
	b. Break up of expenditure for general party propaganda incurred by State Unit (including District level Units and local units)	
	(i) Travel expenses on Star Campaigners incurred by state unit (Details to be enclosed in format given in Schedule- 12)	
	(ii) Travel expense on Other leaders by state unit (Details to be enclosed in format given in Schedule- 13)	
	(iii) Expense on Media Advertisement (print and electronic, bulk sms, cable, website and TV Channel etc.) on General Party propaganda by state unit (Details to be enclosed in format given in Schedule- 14)	
	(iv) Expense on Publicity Materials including posters, banners, badges, stickers, arches, gates, cutouts, hoardings, flags etc for general party propaganda by state unit (Details to be enclosed in format given in Schedule- 15)	
	(v) Expense on Public meetings/processions/Rally etc. for general party propaganda by State Unit (Details to be enclosed in format given in Schedule- 16)	
	(vi) Any other expense for General Party propaganda by State Unit (Details to be enclosed in format given in Schedule- 17)	
	Total	

6.4	a. Gross Expenditure incurred or authorized by State Unit for Candidate(s) including District level Units and local units attributable to candidate(s) (other than for general			
	(i) Total lump sum payment(s) to Candidate(s) of the party or other candidate(s) authorized/ incurred by State Unit, either in cash or by Instruments like- cheque/ DD/PO/RTGS/Fund Transfer etc. (Details to be enclosed in format given in Schedule-			
	(ii) Total Expense on Media Advertisement (print and electronic, bulk sms cable, website, TV Channel etc.) for the candidate(s) with photo or name of candidate (s) by state Unit (Details to be enclosed in format given in Schedule-			
	(iii) Total expense on Publicity Materials (like posters, banners, cut-outs, election materials etc) with photo and/or name of the candidate(s) by state Unit			
	(iv) Total Expense by state Unit (Other than general party propaganda) on barricades /audio etc /hired vehicles for the audience /supporter at the rally of Star Campaigners with candidate(s) (Details to be enclosed in format given in Schedule-			
	(v) Any other expense for the candidate(s) by state Unit (Details to be enclosed in format given in Schedule- 22)			
	Total expense on candidate (c)			
6.5	Total lump sum amount given by State Unit of the Party (including the districts and local units) to Other party(s) for election expenses. If political party makes payment (s) on more than one occasion then date wise details are to be mentioned.			
	Name of State Unit Of Party to which payment made/ Name of Other Political Party	Date (s) of Payment	Cash , Cheq / DD etc no.	Amount
	1			
	2.			
	3. etc			
	Total			

6.6	a. Closing Balance of State Unit of the Party (including the districts and local units) on the completion of election	Amount
	Description	Amount
	(i) Cash in hand	
	(ii) Bank balance (Please mention name of the bank and branch)	
	Total	

PART-C

7. Summary of all Receipts and expenditure incurred / authorized by the Political Party during election (from the date of announcement of election till completion of election) as mentioned in tables in Part –A and B.

A	Name of the Party	
B	Date(s) of Poll	
C	Election to: (mention the State names and Assembly / Lok Sabha Constituency)	
D	Opening Balance (for Party central Head Quarter and state/Dist./Local level units all included)	
	Description	Amount
	I. Cash in hand [5.1.a.(i)+6.1.a.(i) of all election related states]	
	II. Cash in bank [5.1.a.(ii)+6.1.a.(ii) of all election related states]	
E	Gross receipts from date of announcement of election to the date of completion of election (both at Party central Head Quarter and state/Dist./Local level units)	
	Description	Amount
	I. Cash [5.2.a.(i) + 6.2.a.(i) of all states]	
	II. Cheque or Draft [5.2.a.(ii) + 6.2.a.(ii) of all states]	
	III. In kind (or complementary receipts) [5.2.a.(iii) + 6.2.a.(iii) of all election related states]	
	IV. Total receipt(s)	

F	Gross Expenditure incurred/ authorized for general Party propaganda from the date of announcement of election to the date of completion of election (both at central Head Quarter and state/Dist./Local level units)	
	Description	Amount
	I. Cash or Cheque/DD etc. [5.3.a.(i) +6.3.a.(i) of all election related states]	
	II. Cheque or Draft [5.3.a.(ii) +6.3.a.(ii) of all election related states]	
	III. Expenditure authorized, but remaining outstanding on date of completion of election [5.3.a.(iii) +6.3.a.(iii) of all election related states]	
	IV. Total Expenditure on general party propaganda	
G	Gross Expenditure by Political Party incurred/ authorized for the Candidate(s) other than general party propaganda (both at central Head Quarter and state/Dist./Local level units)	
	Description	Amount
	I. Cash or Cheque / DD etc. payment to candidate(s) [5.4.a.(i) +6.4.a.(i)]	
	II. In kind-	
	a. Media payments [5.4.a.(ii)+6.4.a.(ii) of all election related states]	
	b. Publicity materials [5.4.a.(iii)+6.4.(iii) of all election related states]	
	c. Public meetings, processions etc.,[5.4.a.(iv) +6.4.a.(iv) of all election related states]	
	d. Any other expenses [5.4.a.(v) + 6.4.a.(v) of all election related states]	
	IV. Total Expenditure on candidate(s)	
H	Gross Total Expenditure for general party propaganda and for candidate(s)	
	[Total of F (IV) + G (IV) above of this table]	
I	Closing Balance (both at Party central Head Quarter and state/Dist./Local level units)	
	Description	Amount
	a. Cash in hand [5.6.a.(i)+ 6.6.a.(i) of election related states]	
	b. Bank balance [5.6.a.(ii)+ 6.6.a.(ii) of election related states]	
	c. Total Closing Balance	

PART-D

Verification

I, Shri/Smt _____ do hereby verify and declare that the account of election expenditure as furnished in the statement of election expenditure (Part A, B, C) includes all items of election expenditure incurred/authorized by the political party { Party Central Headquarters / State Unit (including District level & Local Units)}* in connection with the general elections/ Bye elections to the Loksabha/ State Assembly and nothing has been concealed or withheld/suppressed there from, and

That the said statements of election expenditure, are true and correct account to the best of my knowledge and belief and no material fact has been concealed.

Date

Signature and Seal of Treasurer Or Authorized Person

Counter signed by

Signature of the Party President/
General Secretary

Certified by the Auditor

Signature and Seal of the Auditor

*Strike out whichever not applicable

Expenses by Party Central Headquarters

Schedule-1					
State wise break up of Gross Expenditure authorized/ incurred by Party Central Headquarters for general Party propaganda from the date of announcement of election to the date of completion of election					
S. No.	Name of the State	Cash	Cheque etc.	Expenditure authorized, but remaining outstanding on date of completion of election	Total
1					
2					
3					
Total					

Schedule-2						
Travel expenses of Star Campaigner(s) authorized/ incurred by Party Central Head Quarters						
S. No.	State and venue	Date of the meeting	Name of the star campaigner	Mode of Travel (Taxi, Helicopter, Aircraft etc.)	Name of the payee in case of Helicopter or Aircraft	Total Amount (including outstanding amt.)
1						
2						
Total						

Schedule-2A						
Travel expenses of Other leader(s) incurred/Authorized by Party Central Head Quarters (including expenses after announcement and before nomination)						
S. No.	State and venue,	Date of the meeting	Name of the leader	Mode of Travel (Taxi, Helicopter, Aircraft etc.)	Name of the payee in case of Helicopter or Aircraft	Total Amount (including outstanding amt.)
1						
2						
Total						

Schedule-3					
Expense(s) on Media Advertisement (print and electronic, bulk sms, cable, website and TV Channel etc.)					
on General Party propaganda authorized/ incurred by Party Central Head Quarters					
S. No.	State	Name of the payee	Name of media (print/electronic/ sms.cable tv etc	Date/s (of print/telecast	Total Amount (including outstanding amt.)
1					
2					
3					
Total					

Schedule- 4				
Expense(s) on Publicity Materials including posters, banners, badges, stickers, arches, gates, cutouts, hoardings, flags etc for general party propaganda authorized/ incurred by Party Central Head Quarters				
S. No.	State	No. and Name of the Assembly/ Parl	Details of the items	Total Amount (including outstanding amt.)
1				
2				
3				
Total				

Schedule- 5				
Expense(s) on Public meetings /procession/Rally (like dias / audio/ barricade/ vehicles etc.) authorized/ incurred by Party Central Head Quarters				
S. No.	State and Venue	Date of the meeting/procession/Rally	Details of items	Total Amount (including outstanding amt.)
1				
2				
3				
Total				

Schedule- 6					
Any other expense(s) for General Party propaganda authorized/ incurred by Party Central Head Quarters					
S. No.	State	Purpose	Date	Details of items	Total Amount (including outstanding amt.)
1					
2					
3					
Total					

Schedule- 7						
Total lump sum payment (s) to Candidate(s) of the party or other candidate(s) if, any authorized/ incurred by Party Central Head Quarters, either in cash or by Instruments like- cheque/ DD/PO/RTGS/Fund Transfer etc. If political party makes payment (s) to candidate(s) on more than one occasion then date wise details are to be mentioned.						
S. No.	Name of the State / No. and Name of the Assembly/Par	Name of Candidate and name of Party	Date(s) of payment	Cash Amount	Cheq / DD no. etc. and Date	Total Amount paid
1						
2						
3						
4						
					Total	

Schedule- 8					
Total Expense on Media Advertisement (print and electronic, bulk sms, cable, website, TV Channel etc.) for specific candidate(s) with photo or name of candidate or attributable to any candidate(s) authorized/ incurred by Party Central Head Quarters					
S. No.	State	Name of the candidate	Name of media (print/electronic/sms /	Date/s (of print/telecast	Total Amount (including outstanding amt.)
1					
2					
Total					

Schedule -9					
Total expense on Publicity Materials (like posters, banners, election materials etc) with photo and/or nam of the candidate(s) or attributable to candidate(s) and authorized/ incurred by Party Central Head Quarters					
S. No.	State	Name of the Candidate	No. and Name of the Assembly/Parl. Constituency	Details of the item	Total Amount (including outstanding amt.)
1					
2					
Total					

Schedule- 10						
Total Expense (Other than general party propaganda) authorized/ incurred by Party Central Head Quarters on Public meetings /processions etc (barricades /audio etc /hired vehicles for the audience						
S. No	State and venue	Name(s) of the Star campaigner(s)	Name of the Candidate(s) attending the Meeting	Date and venue of the meeting	Items of expenditure	Total Amount (including outstanding amt.)
1						
2						
Total						

Schedule- 11					
Any other expense(s) for the candidate(s) authorized/ incurred by Party Central Head Quarters					
S. No.	State	No. and Name of the Assembly/Parl Constituency	Name of the Candidat	Details of the items	Total Amount (including outstanding amt.)
1					
2					
3					
Total					

State Wise Details of Election Expenses

Name of the State

Schedule-12						
Travel expenses of Star Campaigner(s) authorized/ incurred by State/ Distt./ Local Units						
S. No.	Venue	Date of the meeting	Name(s) of the star campaigner(s)	Mode of Travel (Taxi, Helicopter, Aircraft etc.)	Name of the payee in case of Helicopter or Aircraft	Total Amount (including outstanding amt.)
1						
2						
3						
Total						

Schedule-13						
Travel expenses of other leader(s) authorized/ incurred by State/ Distt./ Local Units (including expenses after announcement and before nomination)						
S. No.	Venue	Date of the meeting	Name of the leader(s)	Mode of Travel (Taxi, Helicopter, Aircraft etc.)	Name of the payee in case of Helicopter or Aircraft	Total Amount (including outstanding amt.)
1						
2						
Total						

Schedule-14					
Expense(s) on Media Advertisement (print and electronic, bulk sms, cable, website and TV Channel etc.) on General Party propaganda authorized/ incurred by State/ Distt./ Local Units					
S. No.	State	Name of the payee	Name of media (print/electronic/sms, cable tv, website, TV Channel etc	Date/s (of print/telecast/sms etc.)	Total Amount (including outstanding
1					
2					
Total					
Schedule- 15					
Expense(s) on Publicity Materials including posters, banners, badges, stickers, arches, gates, cutouts, hoardings, flags etc for general party propaganda authorized/ incurred by State/ Distt./ Local Units					
S. No.	State	No. and Name of the Assembly/Parl. Constituency	Details of the items	Total Amount (including outstanding amt.)	
1					
2					
3					
Total					
Schedule- 16					
Expense(s) on Public meetings /procession/Rally (like dias / audio/ barricade/ vehicles etc.) authorized/ incurred by State/ Distt./ Local Units					
S. No.	State and Venue	Date of the meeting/procession/Rally	Details of items	Total Amount (including outstanding amt.)	
1					
2					
Total					

Schedule- 17						
Any other expense(s) for General Party propaganda authorized/ incurred by State/ Distt./ Local Units						
S. No.	State	Purpose/Details of the items	Date of expenditure	Total Amount (including outstanding amt.)		
1						
2						
Total						
Schedule- 18						
Total lump sum payment (s) to Candidate(s) of the party or other candidate(s) if, any authorized/ incurred by State/ Distt./ Local Units, either in cash or by Instruments like- cheque/ DD/PO/RTGS/Fund Transfer etc. If State/ Distt./ Local Units makes payment (s) to candidate(s) on more than one occasion then date wise details are to be mentioned.						
S. No.	Name of the State / No. and Name of the Assembly/	Name of Candidate and name of Party	Date(s) of payment	Cash Amount	Cheq / DD no. etc. and Date	Total amount paid
1						
2						
3						
4						
Total						
Schedule- 19						
Total Expense on Media Advertisement (print and electronic, bulk sms, cable, website, TV Channel etc.) authorized/ incurred by State/ Distt./ Local Units for specific candidate(s) with photo or name of candidate(s) or attributable to any candidate(s)						
S. No.	State	Name of the candidate	Name of media (print/electronic/ sms/ cable tv,	Date/s (of print/telecast/sms etc.	Total Amount (including outstanding amt.)	
1						
2						
3						
Total						

Schedule -20						
Total expense on Publicity Materials (like posters, banners, election materials etc) with photo and/or nam of the candidates or attributable to candidate(s) authorized/ incurred by State/ Distt./						
S. No.	State	No. and Name of the Assembly/Parl. Constituency	Name of Candidate	Details of the items	Total Amount (including outstanding	
1						
2						
Total						
Schedule- 21						
Total Expense incurred/authorized for the candidate(s) by State/ Distt./ Local Units (Other than genera party propaganda) on Public meetings /processions etc., (barricades /audio etc., /hired vehicles for th audience /supporters at the rally of Star Campaigners or other leaders						
S. No	State and venue	Date	Name(s) of the Star campaigner(s)	Name of Candidate(s)	Details of items	Total Amount (including outstanding
1						
2						
Total						
Schedule- 22						
Any other expense(s) for the candidate (s) authorized/ incurred by State/ Distt./ Local Units						
S. No.	State	No. and Name of the Assembly/Parl. Constituency	Name of the Candidate(s)	Details of the items	Total Amount (including outstanding amt.)	
1						
2						
Total						

INSTRUCTION SI. No. 139

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

File No. 76/Instructions/2012/EEPS Vol. I

Dated: 22nd January 2014

To

The Chief Electoral Officers
of all States & UTs

Subject: Clarification regarding expenditure incurred by leaders of political party (Star-Campaigners) ----- under explanation 1 to section 77 (1) of R.P. Act, 1951-----matter regarding.

Sir/Madam,

In supersession of the Commission's letter of even no. dated 18th April, 2013, letter nos, 76/2009/SDR, dated 31st March, 2009 and 20th August, 2009 and para (iii) of letter No. 437/6/INST/2008, dated 31-10-2008 and para 3 of letter No. 76/Instructions/2012/EEPS, dated 20-01-2012 (copies enclosed), on the subject cited, I am directed to clarify as under:-

(a) If any attendant including security guard, medical attendant, or any other person including any member of the party, who is not a candidate in the constituency concerned, or any representative of the electronic or print media, travels with the leader (star-campaigner) of the political party in his vehicle/aircraft/helicopter etc., then the travel expenses of such leader shall be wholly booked to the account of political party, provided that the said member of political party or media person or attendant sharing the transport with the leader (star campaigner) do not play any role in election campaign for any candidate in any manner. However, if any such person(s) sharing the transport with the leader plays any role in election campaign for the candidate(s) in any manner or if any candidate(s) travels with such leader in his vehicle/aircraft/helicopter, then 50% of the travel expenditure of the leader shall be apportioned to such candidate (s).

(b) The names of leaders of the political party (star campaigners), as defined in Explanation 2 of section 77 (1) of the R. P. Act, 1951 are to be communicated to the Election Commission of India and the Chief Electoral Officer of the State by the political party, within a period of seven days from the date of notification for such election and such leaders are entitled to the benefits provided under section 77 of the R. P. Act, 1951, from the date on which the list including his name is received by the Election Commission of India and by the Chief Electoral Officer of the State concerned.

(c) If the leader (star campaigner) is a part of any rally, organised outside his constituency, he is entitled to the exemption provided under Explanation 1 of section 77(1) of the R. P. Act, 1951. However, if the leader (star campaigner) is also contesting election in any

constituency, then he is not entitled to any benefit u/s 77 of the said Act, for the travel expenses incurred within his own constituency and the expenses on meeting or rally organised by him in his constituency including the travel expenses are to be added to his account of election expenditure.

(d) If the rally /meeting is organised in the constituency of the leader (star campaigner), where the leader shares the dais with other contesting candidates, then the meeting expense is to be apportioned to the election expenditure of the leader and all such candidates. However, if, he (star campaigner) is taking part in a rally/ meeting, along with other contesting candidates of his party outside his constituency, then the meeting expense shall be apportioned to the election expenditure of all such candidates, for whose election campaign, such rally/meeting is organised and no part of such rally/meeting expense, organised outside his constituency shall be added to the election expense of the leader (star campaigner).

This may be brought to the notice of all concerned including all political parties in the state.

Yours faithfully,
Sd/-

(S. K. RUDOLA)
SECRETARY

INSTRUCTION Sl. No. 140
ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi – 110001.

No.464/AP- HP & AP-LA/BE/2011/EEM

Date: 3rd June 2011

To

The Chief Electoral Officer of All States and UT,

**Subject: Clarification regarding lodging expenses being incurred by the
campaigners of the contesting candidates.**

Sir,

1. I am directed to invite reference to the provisions of Section 77 of the Representation of the People Act, 1951. As per Explanation 1(a) read with Explanation 2 under sub-section (1) of the said Section, the expenditure incurred by leaders of the political party, who are star campaigners, on account of travel for propagating programme of the party shall not be deemed to be the expenditure of the candidate in connection with the election. The expenditure related to booking of hotels and lodges rooms in the constituency by or for the Star campaigners is not exempted under Section 77 of R P Act, 1951.
2. I am further directed to inform that all expenditure including lodging/boarding expenses of star campaigners in the constituency where they campaign for any candidate shall be included in the expenditure account of that particular candidate, provided that -
 - (a) the Star Campaigners/Campaigners have actually campaigned for the candidate, and
 - (b) the Star Campaigners/Campaigners have incurred such boarding and lodging expenditure while remaining in a commercial hotel or lodge for the purpose of election campaign of the candidate irrespective of the fact whether the payment is made by such candidate or not.
3. The market value of such commercial boarding and lodging is to be calculated towards the election expenditure of the candidate, even if the boarding and lodging is provided as complimentary. It is further clarified that if the star campaigner while availing the boarding and lodging in one constituency, travels to another constituency to campaign for other candidates, then the lodging and

boarding expense will be proportionately distributed as the expense of those candidates.

4. A notice may be issued immediately in all such cases and it should be processed accordingly.
5. This disposes of Chief Electoral Officer, Andhra Pradesh, letter no. 1760/Elecs.D/2011-7, dated 30.04.2011.

Yours faithfully,

Sd/-

(AVINASH
KUMAR) UNDER
SECRETARY

INSTRUCTION SI. No. 141

ELECTION COMMISSION OF INDIA

NirvachanSadan, Ashoka Road, New Delhi – 110001

No.76/Instructions/2011/EEM

Dated: 7th April, 2011

To
The Chief Electoral Officers of
Assam, Kerala, Tamil Nadu, Puducherry & West Bengal

Subject: Instruction on Election Expenditure Monitoring – Expense related to candidate – payment by cash - reg.

Sir,

With respect to instruction of even number dated 7th February, 2011 political parties have asked for further clarification. Election Commission has examined the issues and I am directed to clarify the following:

1. It is mentioned in the Commission's instructions No. 76/Instructions/2011/EEM dated 07-02-2011 that the candidates shall incur all election expenses by account payee cheques from Bank account opened for election purpose, excepting minor expenses where it is not possible to issue cheque. Some political parties have asked for clarification, specifying the limits of such cash expenditure. It is hereby clarified that if the amount payable by candidate(s) to any person/entity for any item of expenditure does not exceed Rs.20,000/- during the entire process of election, then such expenditure can be incurred by cash, by withdrawing it from the bank a/c opened for the purpose of election. All other payments are to be made by account payee cheque from the said bank account.
2. As per Section 77 of RP Act, 1951, every candidate shall keep separate and correct account of all expenditure from the date on which he has been nominated and the date of declaration of result (both dates inclusive). It is hereby clarified that all candidates, while maintaining their register of accounts of election expenditure, shall account for all expenditure incurred on the day of filing of nomination (i.e. from day) and also those incurred prior to the date of nomination like expenditure on campaign materials etc. which are used during the post nomination period. All expenses relating to the rally or procession organised while filing nomination shall be included in the accounts of the candidates.
3. When members of public attend a public rally/procession/public meeting of candidate(s) by using their own personal vehicle, without receiving any payment or reimbursement from anybody, it shall not be included in the expenditure of the candidate. However, the personal vehicles used in the rally or public meeting for campaign purpose by putting flags or banners or poster for the benefit of any

4. One personal vehicle owned and used by the candidate(s) for campaign purpose shall be treated as campaign vehicle and notional expenditure on fuel and driver salary as per the market rate shall be included in the accounts of the candidate(s). In case other vehicles, owned by the candidate(s) are used for campaign purpose, then the notional expenses as per the notified rate for hiring of such vehicles shall be calculated by the candidate(s).
5. The use of flags, caps, mufflers with party symbol has been clarified in Question No. 72 of FAQ on Model Code of Conduct. The expense on such items of flags, mufflers or caps with party symbol shall be accounted for by the party concerned as its election expense. If they bear the name(s) or photo(s) of candidate(s), it shall be added to the accounts of the candidate. However, supply and distribution of main apparels like saree, shirt, T- shirt, dhoti etc. by party/candidate is not permitted as it is bribery of voters.
6. ECI instruction No. 464/INST/2011/EPS dated 28-03-2011 has clarified that the expense on the vehicle of the district level party office bearers/leaders (other than star campaigners) for the purpose of their visit to multiple ACs within the district for electioneering shall not be included in the accounts of candidate(s). It is further clarified that if the district functionary himself is a candidate, contesting from the same district and such vehicle is used for his movement in the constituency from where he is contesting, or such vehicle is used for campaign for any particular candidate(s), then the hiring charges of the vehicle shall be included in the accounts of the candidate(s) using the vehicle for campaign purpose.
7. You are requested to bring it to the notice of all concerned.

Copy to:

1. All National Political Parties.

Yours faithfully

, Sd/-

(Avinash Kumar)

2. All political parties of the States of Assam, West Bengal, Tamil Nadu, Kerala and Puducherry.

Sd/

(Avinash Kumar)

Under Secretary

Annexure

Format for Receipt to be given to persons from whom cash/article is seized

Book No.....

Receipt Number.....

Date

Name of the Executive Magistrate

(Heading the Flying Squad/ Static Surveillance Team)

1. Cash Amount seized Rs..... (in words.....)

/ Other articles seized.....

.....from

Shri.....

.....Address:.....

.

Mobile No.

at.....(name of place where seized) on

dated.....falling in the Assembly/Parliamentary

Constituency of.....

(Name of State/ UT) District Police Station

.....as the entire cash/ other articles is suspected to be used as bribery of the electors.

Or

2. The cash Rs..... (In words Rs

.....)/- (details of other articles) have been handed over to Shri.....(name and designation of the Officer of Income Tax Deptt.) taking necessary action under Income Tax Laws. (Strike out if not applicable)

Appeal Procedure

You may appeal to (Name of ADM/SDM, heading the Expenditure Monitoring Cell) for redressal of grievance, within seven days

or you may appeal to Joint Director of Income Tax (Inv.) for necessary relief if action relates to Income Tax deptt.

Signature with Stamp

(Name, Designation and address of Magistrate)

Date:

INSTRUCTION Sl. No. 142

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD NEW DELHI-110001

NO.76/Instructions/2012/EEPS

Dated: 20th January, 2012

To

The Chief Electoral Officer,

Punjab, Uttar Pradesh, Uttarakhand, Manipur & Goa

Sub: Clarification regarding election expenditure of the party leaders (Star campaigners) covered under Explanation (2) of section 77(1) of the R.P.Act, 1951-Matter Regarding

Sir/ Madam,

Representations have been received from political parties on Star campaigners covered under Explanation (2) of section 77 (1) of the R.P.Act, 1951. The Commission after considering the representations, issues hereby the following clarifications:

1. Expenditure on Advertisement in Print/Electronic Media

If the advertisement for general party propaganda with photo or appeal of the leader, mentioned above, is made in print and electronic media, without any reference to any candidate, then expenditure on such general advertisement shall be booked to the account of the political party. If such leader happens to be a candidate in any constituency, the expenditure on such general party propaganda, even if it contains his photo, in print and electronic media, shall not be booked to the account of such leader, as it is in the nature of general party propaganda, without any reference to his constituency.

2. Expenditure on posters, banners, flags, stickers, etc.,

If the posters, banners, flags, stickers, etc., with photo or appeal of the leaders mentioned above, without any reference to any particular candidate are used during the elections, the expenditure shall be booked to the account of the political party. If however, the leader happens to be a candidate in any constituency, then the proportionate expenditure on such items, actually used in his constituency, shall be accounted for in his election expenses.

3. Travel Expenses

The Commission has modified its instruction No. 76/2009/SDR dated 20th August, 2009 and relevant Para 5.6.3 of the Commission's Instruction on Expenditure Monitoring, and it is hereby clarified that if any attendant including security guard, medical attendant, or any other person including or any member of the party, who is not a candidate in the constituency concerned, travels with the leader (star campaigner) of the political party, referred to above, in his vehicle/aircraft/helicopter etc., the travel expenses of such leader shall be wholly booked to the account of the political party. It is further clarified that it shall not result in booking any part of the travel expenditure of the political leader to the account of the candidate, if such persons sharing the transport with the leader (Star Campaigner), do not play any role in election campaign for the candidate. However, if any candidate/candidates share the transport with such leader, then 50% of the travel expenditure shall be apportioned to the candidate/candidates.

Yours faithfully,

Sd/_

(SUMIT MUKHERJEE)

Secretary

Copy to CEOs of all other States and UTs.

INSTRUCTION SI. No. 143

ELECTION COMMISSION OF INDIA

NRIVACHAN SADAN ASHOKA ROAD NEW DELHI 110001

No. 76/Instructions/2012/EEPS

Date: 9th February 2012

To

The Chief Electoral Officers of

1. Punjab
2. Uttar Pradesh
3. Uttarakhand
4. Manipur
5. Goa

Sub:- General Elections to the Legislative Assemblies of Punjab, Uttar Pradesh, Uttarakhand, Manipur and Goa-2012-Addition of expenditure on travelling by Aircrafts/Helicopter by contesting candidate and star campaigners after the date of poll-Reg.

Sir/Madam,

Instances have been reported by the Media that many contesting candidates, including star campaigners of the political parties, use Aircrafts/Helicopters after the date of poll and clarifications have been sought by various political parties regarding expenditure on such travel. In the subject matter, it is clarified as under:-

- (i) The expenses after the poll and before the date of counting, which can be said to be in connection with the election shall alone be accounted for by the candidates as per section 77 of the Representation of the People Act, 1951.
- (ii) Therefore, after the poll, the expenses on travel of a Star Campaigner or a candidate (not connected with his election) shall not be added to any candidate. If the Star Campaigner/Candidate visits his constituency, where he has contested the election, the travel expenses within the constituency for overseeing the counting arrangements before, or on, the date of counting shall be added to his account. The travel expenses outside the constituency will not be added to his account.
- (i) If the political party is bearing travel expenses of a Star Campaigner outside his constituency, the said expense shall be shown by the political party in the accounts submitted to the Commission within 75 days of the completion of election.
- (ii) In this regard, you are hereby requested to inform all the District Election Officers as well as the political parties in the state.

Copy to : All National Parties for information

Yours faithfully,
Sd-
(AVINASH KUMAR)
UNDER SECRETARY

INSTRUCTION SI. No. 144

ELECTION COMMISSION OF INDIA

**NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI –
110001**

File No. 76/Instruction /2011/EEM
2011

Dated: 5th December

To

The Chief Electoral
Officers of Punjab,
Manipur, Goa,
Uttarakhand, Uttar
Pradesh.

**Subject: Expenses incurred on community kitchen (langar, bhoj, etc.) -
inclusion in the account of election expenses of candidates- regarding**

Sir,

I am directed to refer to Commission's instruction of even number dated 07-10-2011, regarding the expenditure incurred on community kitchen (langar, bhoj, etc.) and inclusion thereof in the account of election expenses of the candidates.

2. In the context of the above instruction, a doubt has been raised with regard to participation of candidates in the community kitchens (langar, bhoj, etc.) organised by regional communities in their religious institutions as a matter of customary practice and the bhoj/feast, etc. offered as a matter of social practice following a ritual ceremony, like, marriage, death, etc. The instruction of the Commission under reference clearly states that the expenditure on the community functions will be treated as the election expenses of a candidate and added to his account "if any contesting candidates attends some community kitchen (in whatever name has been called) either organised by him or by any other person **to entertain the electors**". It is hereby again clarified that the above instruction does not apply to community kitchens/langars, etc. organised by religious communities within their religious institutions as a customary practice or the bhoj/feast, etc. offered by any person (other than the candidate) in the

normal course to celebrate any ceremony like, marriage, death, etc., and the expenses incurred on such community kitchen/ langar/ bhoj/feast, etc. shall not be included in the election expenses of the candidate, provided that the candidate participates therein in the normal course as a normal visitor.

3. It shall be further ensured that the candidate does not make any financial contribution for arranging such community kitchen, etc. and no political campaign in any manner is undertaken at such community kitchen, etc.

4. Receipt of this letter may kindly be acknowledged.

Yours faithfully,
Sd/-
(S.K.Rudola)
Secretary

**C2 – EXPENDITURE ON
SECURITY
ARRANGEMENTS –
SHARING**

INSTRUCTION SI. No. 145

Election Commission's letter No. 437/6/OR/95/MCS/1158 dated 29.03.1996 addressed to The Secretary to the Government of India, Ministry of Home Affairs, New Delhi and copy endorsed to CEOs of All States and Union Territories.

Subject: Expenditure on security of PM during election visits

Please refer to letter of Shri V.K. Malhotra, Joint Secretary (CS) dated 21.2.96 regarding clarification sought by Orissa Government in connection with the expenditure to be incurred on the barricading and rostrums etc. for Prime Minister's visit in connection with elections.

2. Attention is drawn to Commission's Order No. 437/6/ES0025/94/MCS dated 21.10.94 (copy enclosed) wherein it has been clarified that the State Governments/Union Territories should strictly adhere to the Order of the Supreme Court given by its Order dated 29.4.94 in the writ petition (Civil) No.312 of 1994. In the Commission's Order, it has further been directed that such individuals who visit State/ Constituency for electioneering and election arrangements like barricading/rostrums etc. shall be borne by the concerned political party.

3. It is, therefore, directed once again that instructions as contained in Commission's Order dated 21.10.1994 should be strictly adhered to.

Annexure

Letter No. 437/6/ES0025/94/MCS Dated 21 st October 1994 addressed to Chief Secretaries and CEOs of all States and UTs.

ORDER

The Commission vide its letter No. 437/6/93-PS-II dated 31 st December, 1993 had reiterated the total and absolute ban on the use of official vehicles for campaigning, electioneering or election related travel during elections and had directed that there will be total ban on the use of any vehicles for any purpose connected with the election by any political party, the candidate or any other person connected with election.

2. The Commission vide its letter No. 437/6/94 dated 2nd February, 1994 had invited attention to the circular letter No. 10/17/89-M&G dated 1 st November, 1989 from the Ministry of Home Affairs on the tour of ministers in connection with the election campaign and had observed that those instructions were flouted with impunity and had therefore issued further instructions without, in any way overriding, modifying or affecting the instructions of the Ministry of Home Affairs dated 1 st November, 1989 referred to above.

3. The Supreme Court in its order dated 29th April, 1994 in a writ petition (Civil) No. 312 of 1994 (State of Tamil Nadu versus Chief Election Commissioner and others) seeking exemption in the case of Chief Minister of Tamil Nadu had directed as follows :

"While we are conscious of the effort being made by the Election Commission to ensure cleanliness of the electoral process and for the protection and ensurement of free and fair polls, wer are afraid, the Election Commission cannot, as it seeks to do here, put out of consideration the security requirements of certain political personalities who might, in view of extremist and terrorist activities and threats to their lives, require security of a high order. To confine the security to only the Prime Minister of the country, as the Election Commission has done, and to deny, as the communication dated 31st March, 1994 seeks to do, to all other may not reflect a proper perception and appreciation of the problem. At all events, the Election Commission will have to take note of the statutory provisions. However, we should make one aspect clear. Having regard to the responsibilities and obligation of the Election Commission to ensuring purity of the electoral process, it is open to the Election Commission, if it has material to doubt that the assessments of the security requirement made by the Director of the Tamil Nadu Special Security Group under the status are so manifestly and unduly excessive as to amount to promotion indirectly, of partisan electoral interests, to bring such matter to the notice of the State Government for appropriate corrective steps."

4. The Cabinet Secretariat in its letter No. 10/22/094-ES dated 3/5 May, 1994 had issued instructions that under the provisions of the Special Protection Group Act, 1988 protection is provided for proximate security of the following :-

- (i) The Prime Minister and the members of his immediate family;
- (ii) Any former Prime Minister or the members of his immediate family for a period of 5 years from the date on which the former Prime Minister cases to hold the office of Prime Minister

5. In the light of the above order of the Supreme Court the Commission had substituted paragraph 3 of its letter No. 437/6/93/PS-II dated 31 st December, 1993 vide para 6 of letter of even number dated J 8th May, 1994 to say that "the Commission has decided that para 3 of its above referred circular letter No. 437/6/93-P-II dated 31 st December, 1993 will stand substituted by the following :-

3(A) The only exceptions from the prohibitions mentioned in para 2 above will be the Prime Minister and other political personalities who might, in view of extremist and terrorist activities and threats to their lives, require security of a high order and whose security requirements are governed by any statutory provisions made by Parliament or the State Legislature in this behalf.

3(B) The Commission would like to make it clear that having regard to its responsibilities and obligations to ensuring purity of the electoral process, the Commission, if it has material to doubt that the assessments of the security requirements made by the authorities under the above referred special enactments or any other special instructions of the Government are so manifestly or unduly excessive as to amount to promotion, indirectly, of partisan electoral interests, bring such matter to the notice of the Central Government and/or, as the case may be, the State Government for appropriate corrective steps.

3(C) For achieving this, the Commission may call for any information from the Central Government or the State Government concerned with regard to the assessment of the security requirements made in respect of any such personality. Such information shall be furnished to the Commission by the concerned Government forthwith."

6 It was further clarified by the Commission in its letter No. 437/6/94 dated 14th May, 1994 that all State Governments and the Union Territory Administration are requested to adhere strict strictly to the orders of the Supreme Court. Further, orders relating to security of the individuals issued under statutory powers or other powers must be fully honoured.

7. The Commission has further directed that when such individuals visit State/Constituency for electioneering and election related work, the expenditure incurred on security arrangements like barricading/ rostrums etc. shall be borne by the concerned political parties.

INSTRUCTION SI. No. 146

Election Commission's letter No.437/6/GUJ/98-PLN-III dated 16.01.1998 addressed to The Cabinet Secretary to the Govt. of Gujarat.

Subject: Model Code of Conduct - regarding

I am directed to refer to D.O.No.SBI/SSA/1 098/409 dated 13th January, 1998 from Principal Secretary, Home Department, and to state that all Ministers both Union and the State and all other leaders of political parties will be allowed security as per the threat perceptions assessed by official agencies and other professional agencies. The expenditure on the bullet proof cars and all other cars used by these individuals will be borne by the individuals concerned. However, expenditure on the security staff will be borne by the State Government/UT Administration concerned.

INSTRUCTION SI. No. 147

Election Commission's letter No. 76/2004/J.S.II, dated 10.04.2004 addressed to the Chief Electoral Officers of-All the States and Union Territories.

Subject: - Expenditure to be incurred on barricades and rostrums etc.

I am directed to refer to Commission's letter No. 437/6/OR/95/MCS/1158 dated 29th March, 1996 read with Commission's orders No. 437/6/ES/0025/94/MCS dated 21st October, 1994 (reproduced as item No. 133 in the Compendium of Instructions, 2004) wherein it has been laid down that expenditure incurred on security arrangements like barricading / rostrums etc. in connection with the campaigning by any political leader or candidate shall be borne by the concerned political party. The Commission has received queries to the effect -whether the expenditure on construction of rostrums / barricades will be charged to the political party or to the account of the individual candidate or a group of candidates belonging to the political party who are present on the occasion of a meeting where "leaders" of the political party participate.

2. The guiding principles to distinguish between the expenditure incurred by the political party and the expenditure incurred by the candidates were enunciated by the Supreme Court in *Kanwar Lai Gupta v Amar Nath Chawla* (AIR 1975 SC 308) wherein the Apex Court had observed: "when the political party sponsoring a candidate incurs expenditure in connection with his election as distinguished from expenditure on general party propaganda, and the candidate knowingly takes advantage of it and participates in the programme or activity and fails to disavow the expenditure or consents to it or acquiesces in it, it would be reasonable to infer, say in special circumstances, that he authorised the political party to incur such expenditure and he cannot escape the rigours of the ceiling by saying that he has not incurred the expense, but his political party has done so."

4. With the amendment to Section 77 of the Representation of People Act, 1951 only the expenses on account of travel of leaders of the political parties, covered under explanation 2 below Section 77, will be exempted from being included in the account of election expenses of the candidate. All other expenses - incurred / authorized by the political parties, other associations, body of persons / individuals - are required to be included in the account for the candidate.

4. The Commission has considered the matter carefully and keeping in view the provisions of law has directed as follows:-

- i. The expenses on construction of barricades / rostrums etc. when done initially by the government agencies on account of security considerations on behalf of the party/organizers are to be booked as expenditure of a candidate in whose constituency the said meeting takes place or to a group of

candidates who are present at the time when the leader of a political party addresses such a meeting. In cases where there are more than one candidate of the political party present at the time of the said meeting of the "leader", the expenditure will be apportioned equally amongst all, and the District Election Officer of the district where such a meeting takes place shall obtain the final costs from the concerned government agencies within three days of the event and intimate to the candidates their respective share of expenditure. This information will also be intimated to the Returning Officer / District Election Officer of the Constituency / District to which the other candidates belong,

- ii. Where such construction of rostrums/barricades are done on account of security considerations by the candidate(s) or the political party or the organizers from their own funds, amount will be reflected in the accounts of the concerned candidate or a group of candidates present in the meeting of the "leader". These accounts will be duly verified by the Election Observer or the Designated Officer appointed for scrutiny of the accounts.

5. The Commission has further directed that in all cases where the construction of barricades/rostrums are being done by government agencies the candidate/political party /organizer will deposit the estimated cost of barricades/rostrum in advance.

6. For expenditure already incurred on such items between the date of notification issued for the first and second phases of the current general elections, the concerned DEOs shall immediately take action as per para 4 above and inform all candidates concerned.

INSTRUCTION SI. No. 148

Election Commission's letter No. 437/6/1/2008-CC & BE dated: 24th October, 2008 addressed to The Cabinet Secretary Government of India, the Chief Secretaries and the Chief Electoral Officers of all States and Union Territories.

Subject: Election Expenditure on travel by Lead Campaigners - Use of helicopter for election campaign, etc.

I am directed to state that according to sub-section (1) of section 77 of the Representation of the People Act, 1951 it is provided that **"Every candidate** at an election shall, either by himself or by his election agent, keep a separate and correct account of all expenditure in connection with the election incurred or authorized by him or by his election agent between the date on which he has been nominated and the date of declaration of the result thereof, both dates inclusive". Under sub-section (2) it is provided that the account shall contain such particulars as may be prescribed, and under sub-section (3), it is laid down that the total of the said expenditure shall not exceed such amount as may be prescribed.

2. Explanation (1) to section 77(1) provides that the expenditure by leaders of a political party (usually referred to by us as star campaigners) on account of their travel by air or any other means of transport for propagating programme of a political party shall not be deemed to be expenditure in connection with the election incurred or authorized by a candidate of that political party.

3. The provisions of section 77(1) and Explanation (1) there – under have to be so harmoniously read that they do not nullify the main object underlying the provisions of section 77(1). Section 77(1) clearly stipulates that a candidate has to account for all his election expense, incurred or authorized by him or by his election agent. Explanation (1) is in the nature of an exemption from account of such expenditure which is incurred by the leaders of the political party in connection with the candidate's election, so that election campaign may be carried out in his constituency by leaders of his political party and any expenditure incurred on their travel by or any other means of transport may not form part of the candidate's overall expenditure. It therefore follows that a candidate who has been declared as leader by a Political Party for the purposes of Explanation to Section 77(1), cannot not considered to be a leader of his political party **in his own constituency** within the meaning of Explanation (1) to section 77(1), whatever may be his standing in relation to other candidates of his party in the other constituencies. In his own constituency(ies), he is a candidate first. Thus, whatever expenditure he incurs on his own travel within his constituency(ies), on his travel whether by helicopter/aircraft or by any other means of transport, the same has to be accounted for within his overall limit of maximum expenditure prescribed for his constituency. When he goes out of his constituency to the other constituency as a star campaigner, the expenditure on his travel from his constituency to the other constituency would fall within the exempted category, and so also his travel expenditure from the other

constituency to his own constituency when he comes back for his own campaign would be so exempted. But once he reaches his constituency and travels within the said constituency, his expenditure on such travel within his constituency would be liable to be accounted for by him. Any other interpretation of the above mentioned provisions would defeat the very object underlying section 77(1). This would be more evidently glaring in the case of bye-elections where a political party may include the name of its candidate as a star campaigner and that would give him a license to travel within his constituency by adopting any means of communication and without accounting for the same.

Copy to:

All recognized National & State Political parties.

D - PRESERVATION OF RECORDS

INSTRUCTION SI. No. 149

Election Commission's letter No. 4/98-J.S. II dated 15.10.1998 addressed to CEOs of all States and UTs.

Subject: Meaning of "Competent Court" referred to in Rule 93(1) of the Conduct of Elections Rules, 1961-Clarification regarding

I am directed to invite your attention to sub-rule (1) of rule 93 of the Conduct of Elections Rules, 1961 which stipulates that the election papers referred to there under shall not be opened and their contents shall not be inspected by, or produced before, any person or authority except under the orders of a Competent Court. The Commission has been receiving queries seeking clarification about the meaning of the word "Competent Court".

2. It is hereby clarified that "Competent Court" within the meaning of sub-rule (1) of rule 93 of the Conduct of Elections Rules, 1961 is any court having jurisdiction to try electoral offences etc. for the prosecution of which the documents mentioned in the said rule are required.

3. This also clarifies the reference to "Competent Court" made in the Commission's instructions at para 10.1 of Chapter XVIII of the Handbook for Returning Officers, 1998 pertaining to disposal of election papers.

4. The above clarification may be brought to the notice of all concerned in your State/Union Territory for their information and guidance.

5. Kindly acknowledge receipt.

INSTRUCTION SI. No. 150

Election Commission's letter No.51/8/99-Vol.-III dated 02.06.1999 addressed to CEOs of all States and UTs.

Subject: Use of electronic voting machines in elections-period of retention thereof

I am directed to state that the Electronic Voting Machines (EVMs) have been used in selected constituencies in the recently held general/bye-elections to the State Legislative/Assemblies of Madhya Pradesh, Rajasthan and NCT of Delhi. Having received encouraging feedback from the political parties and the general public about the efficiency of the EVMs the Commission is considering to use the EVMs in future elections in as many Constituencies as possible. In the meantime, there have been references from the CEOs of the States where these machines have been used regarding the period for which the EVMs are to be retained before using them in subsequent elections. The matter has been considered.

2. Rules 92(1 A) 93(1 A) and 94(aa) of the Conduct of Elections Rules, 1961 provide as under:

"92 (1A): All voting machines used at an election shall be kept in the safe custody of the concerned District Election Officer"

"93 (1 A) The control units scaled under the provisions of rule 57C and kept in the custody of the District Election officer shall not be opened and shall not be inspected by or produced before any person or authority except under the orders of a competent court."

"94(aa) The voting machines kept in the custody of the District Election officer under sub-rule (1 A) of rule 92 shall be retained intact for such period as the Election Commission may direct and shall not be used at any subsequent election without the previous approval of the Election Commission."

3 Taking all the relevant factors into account, the Election Commission hereby directs under rule 94(aa) of the Conduct of Elections Rules 1961 as follows :-

- (i) Every voting machine (EVM) used in an election and kept in the custody of the District Election Officer shall normally continue to be kept in such custody for a period of six months from the date of declaration of the result of the election.
- (ii) In the case of elections, where no election petitions have been filed or no other court cases are pending, after the expiry of the said period of six months the machines may be used for any future election.
- (iii) In the case of election where election petition has been filed the voting machines used at all polling stations in the constituency concerned

shall continue to be kept in the safe custody of the District Election officer, till such time the election petition is finally disposed of by the courts.

(iv) If any other court case is pending like booth capturing, etc. in which any EVM is involved, the EVM concerned or the EVM(s) used at such polling station(s) concerned may also be kept till the final disposal of the said case.

(v) After the final disposal of the election petitions or, as the case may be other court cases referred to clauses (iii) and (iv) above, the voting machines can be used for subsequent elections.

(vi) Notwithstanding anything contained in clauses (i) and (ii) above if the machines used at an election in respect of which no election petition has been filed, are needed for use at any subsequent election before the expiry of the period of six months referred to therein, the Election Commission may by special direction permit these machines to be so used.

4. The Commission further directs that the alkaline batteries which have been used in the voting machines in an election shall not repeat not be used in any subsequent elections. The used batteries can however be used for the purpose of giving training on the functioning of voting machines.

5. These directions shall be brought to the notice of all concerned for immediate compliance. Kindly acknowledge receipt.

INSTRUCTION SI. No. 151

Election Commissions letter No. 49/2000/ J.S.II dated 12.12.2000, addressed to the Chief Electoral Officers of all States/UTs

Subject: Instructions for disposal of surplus and waste ballot papers - Amendments

I am directed to invite your attention to the Commission's instructions in para 13 of Chapter XVIII (Miscellaneous) of the Handbook for Returning Officers, 1998 (para 14 of the said Handbook for EVMs) regarding the manner of disposal of surplus and waste ballot papers. As per the said instructions, the surplus and waste ballot papers, alongwith floor sweeping in the Govt. Press, are to be destroyed by burning in the presence of the Chief Electoral Officer himself or of a Senior Officer duly authorized by him in writing. Further, if the Govt. Press is situated at a District Head Quarter away from the State capital, the destruction of the surplus and waste ballot papers alongwith floor sweeping, should be done by burning in the presence of the District Collector/District Magistrate/Deputy Commissioner or a Senior Officer authorised by him.

2. The above instructions have been reviewed in the light of the air-pollution created due to burning of huge quantity of paper in an open area. The Commission has, therefore, directed that the surplus and waste ballot papers alongwith floor sweeping kept in Govt. Press should hereafter be shredded and made into pulp instead of burning. This should be done in the presence of the Chief Electoral Officer himself or a Senior Officer duly authorized by him in writing, if the Govt. Press is situated in the State capital. As regards destruction of surplus and waste ballot papers at the Govt. Press at a District Head Quarter, this should be done in the presence of the District Election Officer or a Senior Officer not below the rank of Sub Divisional Magistrate duly authorised by him in writing. The shredded material may be sold to the Khadi and Village Industries Commission or similar Govt. funded Organisations to the best advantage of the Govt in preference to selling them through public auction.

3. In view of the above, para 13 of Chapter-XVTO (Miscellaneous) of the Returning Officer's Handbook (1998), and para 14 of Chapter-XVIII (Miscellaneous) of the Returning Officer's Handbook (where EVMs are used), may be substituted by the revised paragraphs as given in the Annexure hereto.

4. These amendments may also be brought to the notice of the Returning Officers, District Election Officers and other election related authorities for information and strict compliance.

5. This disposes of letter No. 3216/Elecs./F/2000-I, dated 16-11-2000 from Chief Electoral Officer, Andhra Pradesh.

6. The receipt of this letter may be acknowledged immediately.

INSTRUCTION SI. No. 152

Election Commissions letter No.576/3/2001/JS-II dated 10.07.2001. addressed to the Chief Electoral Officer all States & Union Territories.

Subject: Election Petition No.1 of 1996 - Shri Dibyendu Biswas Vs. Robin Deb & Others - Directions of the High Court at Calcutta - Commission's instructions - regarding

I am directed to invite your attention to the Commission's instructions contained in paragraphs 5, 6 and 10 of Chapter XVIII (Miscellaneous) of the Handbook for Returning Officers, wherein it has been prescribed that all election papers referred to in sub-rule (2) of Rule 92 of the Conduct of Elections Rules, 1961 should be kept in the respective packets separately for each constituency / segment duly sealed in steel trunks under the safe custody of District Election Officer. These election papers / documents shall be retained for the period as prescribed in paragraph 10.2, 10.3 and 10.4 of Chapter XVIII of the said Handbook. Where an election petition is pending for trial by High Court or any other matter in respect of an election is pending adjudication by the court, the papers relating thereto should not be destroyed until the expiry of three months from the date of final disposal of such petition or matter. The Returning Officer should take special care so as to ensure that ballot papers, both used and unused including postal ballots, are not mixed up while sealing the packets separately as directed in paragraph 29 of Chapter XIV-A and paragraph 31 of Chapter XIV-B of the said Handbook.

2. These instructions of the Commission are required to be strictly followed by all Returning Officers. It has, however, been observed by the High Court at Calcutta, in its order passed on 9th May, 2001, in election petition No. 1 of 1996 (Shri Dibyendu Biswas Vs. Robin Deb & Others) that there was no compliance by the Returning Officer concerned in terms of the instructions of the Commission for preserving the ballot papers and other election documents. The Hon'ble court further gave the following directions for circulation of the same to all the election officials involved in the counting and also the District Election Officer for compliance :

"1. All the ballot papers both used and unused including postal ballots, rejected ballots, cancelled ballots, tender ballots, wherever ballot papers are used in any election, and all the documents and papers relating to the election shall be preserved separately for each constituency whether Parliamentary segment or Legislative Assembly segment in a sealed trunk and / or receptacle and / or packets whichever may be convenient, immediately after counting for a period of at least 45 days from the date of declaration of result irrespective of the provision of Rule 94 of the Conduct of Elections Rules, 1961 and litigation being pending in relation to any constituency.

2. In the event there be any substantial discrepancy in numbers recorded in Form 16 Part I & II and Form 20A (20) in case of use of ballot papers, then on any application being made by any of the parties for recounting it shall be duty of Returning Officer to entertain such application and dispose of and if necessary shall undertake recounting in appropriate cases.

3. The Returning Officer shall ensure that under no circumstances ballot papers, both used and unused including postal ballots if ballot papers are used in election, shall get mixed up with other constituencies after counting is over."
4. The Commission directs that the above instructions of the Commission and the directions of the Hon'ble High Court at Calcutta may be brought to the notice of all District Election Officers, Returning Officers, Assistant Returning Officers and other election authorities in your State / Union Territory for strict compliance at all elections.
5. The receipt of this letter may kindly be acknowledged.

INSTRUCTION SI. No. 153

Election Commission letter No.22/2/1998-PLN-II, dated 24.01.2004 addressed to the
Chief Electoral Officers of all States and Union Territories

Subject: Electoral Rolls - Supply of certified copy of the relevant entries in the electoral roll by ERO

I am directed to state that under the provisions of existing law, a person who is an elector in any parliamentary constituency can contest the election for Lok Sabha from any parliamentary constituency in any State (except Sikkim, Lakshadweep and Autonomous Districts of Assam). Under the provisions of Section 33 (5) of the Representation of the People Act, 1951, if the candidate is an elector of a different constituency, a copy of the electoral roll of that constituency or of the relevant part thereof, or a certified copy of the relevant entries in such roll shall be filed along with the nomination papers.

2. It has been brought to the notice of the Commission that a person whose name is registered as an elector in one of the assembly constituencies in a certain State has applied for a certified copy of the entry in the electoral roll and the ERO of the constituency has supplied him with a certified copy thereof which is entirely in the regional language. If that individual wants to contest an election from any other State where that regional language is not known, the Returning Officer of the parliamentary constituency in the other State would find it difficult to either read or understand the contents of the certified copy of the roll filed by the candidate.

3. This may be the case in respect of all other States and Union Territories also where the electoral rolls are prepared in regional language only.

4. In order to facilitate such candidates to contest elections to Lok Sabha from any parliamentary constituency in any State, other than the State in which he is registered as an elector, the Commission hereby directs as follow:

i) If any person applies for a certified copy of the entry in the Electoral Roll, the ERO shall supply him with a certified copy of the entry in the language in which the roll of that constituency is printed.

ii) However, if the person wants an English version of the certified copy, that person has to get English version of the certified copy prepared on his own and produce the same in English version, along with the original certified copy given to him, before the ERO concerned. The ERO, after satisfying himself that the English version produced by the person is a true copy of the original in regional language, shall certify that English version.

iii) The ERO shall also keep, for his record, a copy of such English version also for any future reference.

5. The above instructions may be brought to the notice of all DEOs/EROs/AEROs immediately for strict compliance.

INSTRUCTION SI. No. 154

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

NO.51/8/2016/EMS

Dated:-15th July, 2016

To

The Chief Electoral Officers,
All the States & Union Territories.

Subject: Use of Electronic Voting Machines in elections-period of retention thereof – reg.

Reference:- 1. Commission's Letter no. 51/8/9-Vol. VIII dated 2nd June 1999.
2. Commission's Letter no. 51/8/6/2013/EMS, dated 3rd September, 2013.
3. Commission's Letter no. 51/8/VVPAT/2015-EMS dated 5th May 2015.

Sir,

Kindly refer to the aforesaid letters of the Commission.

I am directed state that after taking all the relevant factors into account regarding retention period of EVMs after using in election and for using the same in the subsequent election, the Election Commission, hereby, directs, under rule 94(aa) of the Conduct of Elections Rules 1961, as follows:-

1. Every Voting Machine (EVM) used an election and kept in the custody of the District Election Officer shall be kept untouched, under the standard protocol of security, **till confirmation of Election petition position from the High Court concerned after the completion of the period for filling Election Petition i.e. 45 days from the declaration of the result.**
2. In the case of elections, where no election Petitions have been filled or no other court case are pending, **after the aforesaid period the EVMs may be used for any future election or any other purpose like movement, physical verification of EVMs etc.**
3. In case of any election where election petition has been filed, the following action shall be taken:-
 - i. If the EVMs are the subject of the election petition, the EVMs used at all polling Stations in the constituency concerned shall continue to be kept in the safe custody of the District Election Officer, till such time Election Petition is finally disposed of by the Courts.
 - ii. If the EVMs are not the subject of the election petition, **an application may be moved to the concerned Court for allowing the EVMs concerned to**

be taken out of the strong room of any future election or any other purpose like movement, physical verification of EVMs etc.

- iii. in case EVMs not involved in any Election Petition/Court Case are stored with the EVMs involved in Election Petition/Court case, the following procedure shall be followed for segregating the EVMs not involved in any election petition/Court case from the EVMs involved in EP/Court Case:-
- a) A Notice informing the opening of Strong Room having EVMs involved in EP/Court Case shall be given to the petitioners/respondents of the EP/Court Case and the representatives of all political parties in writing at least 72 hours in advance, requesting them to remain present at the time of opening of strong room.
 - b) The strong room shall be opened in the presence of the District Election Officer, Petitioners/respondents of the EP/Court Case and representatives of Political Parties.
 - c) The EVMs not involved in any EP/Court case shall be segregated from the EVMs involved in EP/Court Case for taking out of the warehouse. A list of EVMs being taken out from the strong shall be prepared.
 - d) The EVMs. Which are not involved in any EP/Court Case, should be taken out of the warehouse.
 - e) The entire process shall be videographed.
 - f) A copy of the list of EVMs being taken out from the strong room and copy of videography shall be given to the petitioner/respondent of the EP/Court Case and acknowledgement taken.
4. If any other Court Case is pending like booth capturing etc. in which any EVM is involved, the EVM concerned or the EVM(s) used at such Polling Station(s) concerned may also be kept till the final disposal of the said case.
5. After the final disposal of the election petitions or other court cases. As the case may be, referred to clauses 3 and 4 above, the EVMs can be used for subsequent elections.

Yours faithfully

(Madhusudan Gupta)
Under Secretary

E-Additional Instructions

INSTRUCTION Sl. No. 155

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 464/INST-BMF/2013 -EPS

Dated:- 27th January, 2014

To

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

Subject: Assessment and Inventory of Polling Stations – Basic Minimum Facilities (BMF) to be Provided – Regarding.

Madam / Sir,

Polling Stations represent one of the most crucial aspects and the focal symbol of electoral democracy. Section 25 of the Representation of the People Act, 1951 envisages that the District Election Officer (DEO) is responsible for the provision of polling station and publication of the list of polling stations. With some advance intervention at the level of DEO, the conditions at the polling stations can be vastly improved.

2. Though instructions have been issued over a period of time that cover almost all the major concerns and aspects of polling station management, the Commission has observed with great concern that there are gaps in actual implementation of these instructions. The Commission attaches greater importance to the voter participation and his / her experience at polling station and in the past, provisions for voter friendly facilities and amenities have been incorporated in the Commission's directions. In continuation of the Commission's instructions issued vide its letters mentioned at Annexure-I on the subject mentioned against those, the following instructions on facilities to be provided at the polling stations and to the voters shall be followed strictly.

3. The Commission identified the list of Basic Minimum Facilities (BMF) which every DEO shall provide at each polling station within his district.

These Basic Minimum Facilities are:

- i. Provision for ramp
- ii. Provision for drinking water
- iii. Adequate furniture
- iv. Proper lighting
- v. Help Desk
- vi. Proper signage
- vii. Toilet

A note on assessment and inventory of Basic Minimum Facilities at Polling Stations is enclosed herewith.

3. The Commission desires that the following instructions, to assess and make inventory of the polling station locations in the States / UTs, are carried out strictly and scrupulously:

I. The DEO and the Returning Officer (RO) shall do an advance exercise well before the election to get the conditions of the polling stations physically verified by the field officials. The Sector Officers should visit each polling station / location within his / her jurisdiction to assess whether it is use worthy. The Returning Officer should physically verify 10% of the polling stations / locations.

II. The DEOs should form territorial teams / squads to visit each and every polling station location and prepare a video documentation on the condition of polling station and existing amenities and a feedback on action to be taken for each such polling station as per Annexure-II. During videography, the following points should be covered:

- a. access / entry of the polling station locations;
- b. surroundings of the polling station;
- c. existence of boundary wall; if any.
- d. building area, open space, number of rooms;
- e. actual location of Polling Station within the premises/campus;

- f. availability / location of civic amenities like drinking water, toilets, electricity, ramp, furniture, shades etc.

III. At the beginning of videography, the following should be displayed on a card board and captured on camera, as well as spelt out in voice-over:

- a. District Name;
- b. AC Number & Name;
- c. PS Location Number & Name;
- d. PS Number and address.

IV. The final CD / DVD should be labelled properly, clearly mentioning District Name, AC Name & Number and PS Location Number and name, number and address, so that the problem of identification does not arise.

V. The DEO should initiate remedial measures, where required, on the basis of the above physical verification reports and send an 'Action Taken Report' to the CEO, at the earliest. In the process of ensuring BMF at the Polling Stations, the DEO should make optimal use of funds available under the relevant election expenditure budget head and / or explore the possibilities of synergising the objective of BMF at polling station with any of the suitable ongoing schemes / projects, provided the activity is covered under the parameters of such schemes or dovetail the requirements of BMF with ongoing / existing schemes of the local bodies within the district as most of the polling stations are normally located in the government / local body school building and other government buildings.

VI. The review of the polling stations on above parameters is to be completed as per the following schedule:

Review to be completed by the DEO	By 5 th February, 2014
Meeting to be held by the DEO with the representatives of political parties.	By 15 th February, 2014
Report to be sent by the DEO to the CEO	By 17 th February, 2014
Compiled report to be sent by the CEO to	By 20 th February, 2014

the Zonal Secretaries / Principal Secretaries of ECI	
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4. The CEOs should explore the possibility of setting up some model polling stations at the metropolitan cities / State capitals / major cities of the States. The thrust of such initiative should be more on voter friendly environment and superfluity should be avoided.

Please acknowledge receipt of the letter.

Yours faithfully,

(SUMIT MUKHERJEE)
SECRETARY

i. Condition of Polling Station

As far as possible, the polling station should be established in a good building worthy of use (and not in a dilapidated one). The building / location having room(s) with proper windows, ventilation and space should be identified as polling stations. It may also be ensured that the polling station(s) should normally be situated at the ground floor of the building.

ii. Entrance and Exit

The polling stations should have separate entrance and exit for voters. If there is only one door at the polling station(s), separate entrance and exit can be provided with the help of a temporary fencing in the middle of the doorway using bamboos and ropes.

iii. Ramp Facility

A ramp should be provided at the polling stations to facilitate the physically challenged voters, as per the directions of the Hon'ble Supreme Court of India. In the polling stations where permanent ramps have not been provided, temporary ramps should be provided.

iv. Drinking Water

There should be a proper arrangement for drinking water and toilet facilities at the polling station(s). In case, there is no provision for drinking water, make adequate arrangements at that polling station(s) for storage of drinking water in earthen pots and one employee or a daily wage-earner shall be deployed at that polling station(s) to refill the water pots and serve water to the voters standing in queue.

v. Electricity Arrangement

Make sure that the inside of the voting compartment is sufficiently lighted. If necessary, arrangement for a suitable lighting should be done for each compartment. There should be proper electricity arrangements at the polling stations. If the power connection is available, the condition of switches / bulbs / fans should be checked. If power connection is not there, alternative arrangement should be made by hiring generator sets etc. so that, on the poll day, those polling stations are properly lighted.

vi. Furniture etc.

There should be proper provision for basic amenities like tables, chairs, benches, and shade for voters standing in the queue at the polling stations.

vii. Help Desk

In the polling station locations having multiple polling stations, a Help Desk should be set up with the objective of providing assistance to the voters, facilitating the voters to locate their particular polling station and issuance of voter slips. The Help Desk shall be set up at a prominent spot so that the same is easily visible and approachable to voters as they approach the premise/building.

viii. Proper Signage

Proper signage should be put at the polling station locations for guidance of the voters about the route / layout of the location, facilities available (like ramp, toilet, drinking water etc.) and Help Desk.

ix. Toilets

There should be separate toilets for men and women electors. In the polling station locations having multiple polling stations, one employee or a daily wage-earner shall be deployed to keep the toilet clean throughout the day.

Annexure-I

576/3/98/JUD-II	19-01-1998	General Elections to the House of People and State Legislative Assemblies, 1998 – Facilities to be Provided to the Electors Having Physical Disabilities – Regarding.
576/3/2004/JS-II	07-04-2004	General Elections to the House of People and State Legislative Assemblies, 2004 – Facilities to be Provided to the Electors Having Physical Disabilities – Regarding.
509/110/2004-JS-I	21-04-2004	In the Supreme Court of India – WP (Civil) No.187 of 2004 – Disabled Rights Group Vs. Chief Election Commissioner & Anr.
509/110/2004-JS-I	20-10-2005	Providing Facilities to the Disabled Voters.
509/110/2004-JS-I	26-10-2007	Facilities to be Provided to Electors with Disability – Order of the Hon'ble Supreme Court in WP(Civil) No.187 of 2004 – Disabled Rights Group Vs. The Chief Election Commissioner & Anr.
509/110/2004-JS-I (Vol.II)/RCC/1730	17-10-2008	Facilities to be Provided to Electors with Disability – Order of the Hon'ble Supreme Court in WP(Civil) No.187 of 2004 – Disabled Rights Group Vs. The Chief Election Commissioner & Anr.
576/3/2009/SDR	24-03-2009	Facilities to be provided to electors with disability – Order of the Hon'ble Supreme Court in WP(Civil) No.187 of 2004 – Publicity of Commission's Instructions – Regarding.
51/8/2009-EMS	12-02-2009	Introduction of Braille Signage Features in Electronic Voting Machines.
51/8/2009-EMS	18-03-2009	Introduction of Braille Signage Features in Electronic Voting Machines.
464/2009-EPS	30-04-2009	Facilities for Senior citizen and Physically Challenged Voters – Regarding.
576/11/ESO24/94-J.S.II	21-10-1994	General elections to State Legislative Assemblies -1994 Special Facilities in Polling Stations for Women Electors.
464/INST/2011/EPS	26-12-2011	Special Facilities in Polling Stations for Women Electors – Regarding.
458/4/98/PLN-IV	01-06-1998	Bye-elections in June, 1998 - Facilities at Polling Stations During the Hot Weather Conditions.
23/LOCATOR/2007-ERS	05-11-2007	Preparation of Electoral Roll in Alphabetical Order – Regarding.

Proforma for Assessment and Inventory of Polling Station

Name of District																				
Name & No. of Assembly Constituency																				
Name & No. of Polling Stations Location																				
Total No. of Polling Station in the Location																				
Whether videography done																				
Availability of Number of Rooms																				
Availability of Building Space (in Sq. meter)																				
Availability of Open Space																				
Availability of Separate Entrance & Exit																				
Availability of Ramp Facility																				
Availability of Drinking Water																				
Availability of Electricity																				
Availability of Furniture																				
Availability of Waiting Room / Shaded Area																				
Availability of Toilet																				

INSTRUCTION SI. No. 156

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 464/INST-PDF/2013 -EPS

Dated:- 27th January, 2014

To

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

Subject: Polling Day Facilitation of Voters at Polling Stations –Regarding.

Madam / Sir,

The Commission is getting regular feedback on lack of facilitation at the polling stations on the polling day. Lack of proper guidance, long waiting hours and chaos at the polling station, often dissuade people from voting whereas, hassle free voting encourages voters for greater participation.

2. In order to facilitate hassle free voting on the poll day, the Commission desires that the following measures should be strictly implemented in addition to the existing instructions (Annexure-I) :

A. Facilities to be provided to the voters at the polling stations:

I. Help Desk

In the polling station locations having multiple polling stations, a Help Desk should be set up with the objective of providing assistance to the voters, facilitating the voters to locate their particular polling station and issuance of voter slips. The Help Desk shall be set up at a prominent spot so that the same is easily visible and approachable to voters as they approach the premise/building.

II. Proper Signage

Proper signage should be put at the polling station locations for guidance of the voters about the route / layout of the location, facilities available (like ramp, toilet, drinking water etc.) and Help Desk.

III. Queue Handling

- (a) Physically challenged electors shall be given priority for entering the polling stations without having to wait in the queue for other electors and all necessary assistance as may be required should be provided to them at the polling stations.

- (b) The polling personnel should be specifically briefed about the provisions of Rule 49N of the Conduct of Elections Rules, 1961, which provides for permitting a companion to accompany a blind / infirm elector to assist him / her to cast the vote.
- (c) Electors with speech and hearing impairment should also be given special care as in the case of other disabled persons.
- (d) There should be separate queues for men and women electors. Men and women voters should be admitted into the polling station by turns. Two women voters may be allowed entry into polling stations for entry of each male voter.
- (e) Infirm / senior citizens voters and women voters with babies in arms may be given precedence over other voters in the queue.

IV. Health Care

- (a) Provide covered shelter for the electors at every polling station and, if necessary, have the extra rooms available in the building opened for electors to take rest.
- (b) First-aid facility for the voters should be provided.
- (c) Every polling party shall be supplied with oral rehydration salts for their own use as well as for any voter needing the same due to heat-stroke. A hand-bill on 'Dos and Don'ts' in case of heat stroke may be prepared and supplied to each of the polling parties.
- (d) A small First-Aid kit containing basic medicines with user instruction should be provided to each polling party. In this regard, the DEO should prepare a standard list of medicine and user instruction in consultation with the District Chief Medical Officer.
- (e) Issue an appeal to the electors to carry wet towels to protect themselves against dehydration and also advise women electors to avoid bringing children along with them to polling stations due to hot weather conditions.
- (f) The DEO shall requisition the services of para-medical staff from the offices of the Chief District Medical Officers and one such Para Medical Staff member shall accompany every mobile Patrol Unit and Sector Officer in their vehicles along with essential heat-stroke medicines. Such mobile patrol units shall touch every polling station once in every hour so that instant medical assistance would be available to any voter needing such help besides the first aid facilities given to the polling parties.

B. Long Queue Management Measures

- I. **Based on the past voting pattern and experience of the field staff, the polling stations / polling station locations prone to long queues should be identified.**
- II. Dynamic tracking of long queues on the poll day should be done through the Sector Officers.
- III. Decongestion measures should be initiated at the polling stations prone to / having long queues.
- IV. Reserve staff and vehicles should be kept ready for deployment at the polling stations with long queue to help out the polling staff.
- V. Members from the National Cadet Corps and National Service Scheme may be mobilised to manage the queue.

C. Appointment of Nodal Officers:

While preparing the district machinery for the conduct of election, the DEO shall identify a senior officer as the nodal officer to coordinate and supervise amenities at the polling stations as well as polling personnel / voters welfare measures. Similarly, each RO shall identify a nodal officer for the above purpose. The name and designation, office and residential addresses, telephone numbers including mobile number and e-mail ID, if any, of the nodal officer shall be mentioned in the district / constituency election management plan. The contact numbers should also be brought to the notice of the polling personnel drafted for election duty.

Please acknowledge receipt of the letter.

Yours faithfully,

(SUMIT MUKHERJEE)
SECRETARY

Annexure-I

509/110/2004-JS-I	26-10-2007	Facilities to be Provided to Electors with disability – Order of the Hon'ble Supreme Court in WP(Civil) No.187 of 2004 – Disabled Rights Group Vs. The Chief Election Commissioner & Anr. – Regarding.
464/2009-EPS	30-04-2009	Facilities for Senior citizen and Physically Challenged Voters – Regarding.
576/11/ESO24/94-J.S.II	21.10.1994	General elections to State Legislative Assemblies -1994 – Special facilities in Polling Stations for Women Electors – Regarding.
464/INST/2011/EPS	26-12-2011	Special facilities in polling stations for women electors – Regarding.
458/4/98/PLN-IV	01.06.1998	Bye-elections in June, 1998 - Facilities at Polling Stations During the Hot Weather Conditions.
23/LOCATOR//2007-ERS	05-11-2007	Preparation of Electoral Roll in Alphabetical Order – Regarding.

INSTRUCTION SI. No. 157

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 464/INST-SVC/2013 -EPS

Dated: - 27th January, 2014

To

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

Subject: Standardized Voting Compartment at Polling Stations –Regarding.

Madam / Sir,

The Commission has noted with concern that though specific instructions (Annexure-I) have been issued over time regarding material to be used and dimensions of the voting compartment, there still are certain gaps in the implementation. In many polling stations, the voting compartments are not erected in desirable manner. While some voting compartments made with cardboards are not of sufficient height, in others, the cloths used were of poor quality and transparent. In some instances, flimsy material like dhoti, lungi, saree, gunny bags etc. have been used to make voting compartment. In such cases, the secrecy of voting could have been compromised. Hence, the Commission directs that such flimsy material shall not be used in setting up the voting compartment.

2. In order to maintain secrecy of vote at the time of poll, the Commission desires that during the forthcoming General Elections to the Lok Sabha, 2014, the voting compartment shall be made only of cardboard or flex-board that are opaque and reusable. This shall be in three folds, each fold having minimum dimension of 23”X23”. It may be noted here that if any State / UT has got voting compartments in conformity with the Commission’s earlier instructions i.e. each fold having dimension of 21”X21”, these need not be changed. If more than one BU is used for poll, the width of the voting compartment may be increased as per requirement.

3. It is clarified that if standard voting compartment, as prescribed by the Commission is already available, no new purchases may be made. In this regard, the CEO shall take a review with all DEOs and a decision may be taken.

4. The Commission desires that the District Election Officers (DEOs) should review and make inventory of the voting compartment materials available with them. This review should be completed by 5th February, 2014. The DEOs should furnish a certificate in the matter to the CEO, as per Annexure-II. The CEO should furnish a consolidated report to the Commission by 7th February, 2014.

Please acknowledge receipt of the letter.

Yours faithfully,

(SUMIT MUKHERJEE)
SECRETARY

Annexure-I

464/INST/2006/PLN-I	17-03-2006	Material and dimensions for making of Voting Compartment and placement thereof for secrecy of voting
464/INST/2009/EPS	16-11-2009	Material and dimensions for making of Voting Compartment and placement thereof for secrecy of voting – Regarding.
464/INST/2013-EPS	24-09-2013	Material and dimensions for making of Voting Compartment and placement thereof for secrecy of voting – Regarding.

Annexure-II

Certificate by the District Election Officer

I, _____ **(Name)** _____, District Election Officer,

_____ **(District Name)** _____ of _____ **(State Name)** _____, certify that

- (i) the voting compartments available in the district are as per the Election Commission of India's specified material and dimension; or due to following reasons, the voting compartments in the district cannot meet the Election Commission of India's specified material and dimension:

_____ (Elaborate the reasons here) _____.

_____ **(Signature of the DEO)**

F – SVEEP

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001

491/SVEEP/07/2014 (checklist)

Dated : 23.01.2014

To,

The Chief Electoral Officers of
All States/ UTs.

Subject :- Checklist for SVEEP for Lok Sabha, 2014 – regarding

Sir / Madam,

I am directed to forward herewith a checklist approved by the Commission for Chief Electoral Officers for SVEEP in preparation for General Election to Lok Sabha, 2014. Chief Electoral Officers may monitor the work to be completed in a time bound manner.

Yours faithfully,

(T.C.KOM)
UNDER SECRETARY

CEO's CHECKLIST FOR SVEEP

I. Planning

1. Ensure that the State SVEEP Plan is submitted to Commission by stipulated time. Get the District SVEEP Plans from all districts and review their implementation with the DEOs
2. Ensure periodic meetings of the State SVEEP Core Committee to review the district SVEEP plans and its implementation.
3. Check that the SVEEP Core Committee is in place in the district and are meeting regularly on SVEEP planning and implementation. Ensure that SVEEP nodal officers are appointed in all districts.
4. Hold a meeting with the Partner Departments/Agencies in the State and check if a similar exercise has been done in the district by February. Update the list of Partner departments and agencies on the PGR portal of ECI.
5. Ensure coordination with SLMAs for capacity building and training of Adult education workers in electoral literacy at state and district level.
6. Check that the Campus Ambassadors are in position in identified Colleges/ Universities in the state, and necessary capacity building, monthly reporting format and material sharing with them has been completed.
7. Get partners from Media and Corporate to contribute to the SVEEP programme in the state.
8. Check that the latest list of State Icons is updated on the PGR portal.
9. Check that the 10% lowest turnout Polling Stations in last LS elections is identified in the district along with the reasons thereof for targeted interventions
10. Ensure that the overall lowest 10% turnout PS and PC of the state are identified and reasons thereof determined
11. Check that districts identify excluded communities and groups and make targeted interventions for their inclusion.
12. Check that DEOs issue necessary communications to the owners/incharges of the factories in their district to extend paid holiday to their employees on polling day.
13. Get similar communication sent to HQs of factories, corporate houses and similar establishments to ensure that electors get an off on poll day so that they can cast their vote.
14. Also get instructions issued by Labour departments to private contractors to strictly comply with directions of Commission regarding paid leave to their workers on poll day.

II. Information & Motivation

1. Check that Sankalp patras have been issued by DEOs through school students to their parents and collected back with signature. A consolidated figure for the entire state should be made available to the CEO by the districts.
2. Ensure that good quality Voter awareness material is created at state level.
3. Ensure that there is specific material on inducement free voting.
4. Ensure that the content is approved by the Commission before roll out.
5. Check that all the outreach material prepared at district level has been approved by CEO's office before roll out in the district.
6. Check that mobilization and outreach events like runs, competitions, plays, women centric events, youth voter festivals etc are suitably planned and organized at district and state level to motivate people to vote.
7. Check that adequate camps are held for EVM familiarisation. Wherever possible, identified EVMs may be provided/displayed at VFCs for the visitors.
8. Check that the audio spots prepared through ECI- NLMA MoU and those through ECI-UNDP MoU are suitable inserted in radio channels, community radio and other platforms for dissemination.
9. Check that the capacity and resources of AIR and Doordarshan have been optimally utilized to extensively disseminate election information to people through discussions, phone-in programmes, spots etc.
10. Check that specific material is created for checking names on electoral roll.
11. Check that the date and time of polls are widely publicized alongwith the alternate identity documents that can be used for voting.
12. Check that DEOs issue appeal letters in leading dailies in the district on the polling day for people to come out and vote.
13. Check that for single phase poll in the state SMS reminder on poll day is sent by CEO's office while for multi-phase poll in the state, concerned DEOs send the SMS reminder on the poll days.

III. Facilitation

1. Check that Voter Facilitation Centers are set up in the districts. Compile a list of such centers in each district and ensure that the basic services are provided here i.e. timely issue of duplicate EPIC, searching name in voter list, filling of forms for enrolment and display of Voter List.

2. Check that VFC display voter awareness material specifying steps for getting registered, proof required for registration, procedure to get duplicate EPIC, identity documents that can be used for voting in absence of EPIC besides the Date and time of polls.
3. Check if the Polling Stations have the facilities of ramps, drinking water and adequate lighting and toilet facility. District should be able to list the PS where these facilities have been extended.
4. Get model polling stations set up in the identified districts.
5. Check if Voter Slips are issued to all electors. Check that the voter slip contains all requisite information including dos and don'ts in polling station.
6. Check that the name search facility in the voter list is available on CEO's website and also through SMS, and the same is widely publicised.
7. Check that people have access to Voter list and it is displayed at sufficient locations.
8. Check that the helpline numbers 1950 - is operational and equipped to handle queries from the people on all election related matters. Similarly ensure that DEOS check that the district helpline numbers are similarly operational.
9. Keep a record of the number of calls received on 1950 and check that districts keep a record of number of calls received on the local helpline number.

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INSTRUCTION SI. No.159

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi – 110001

No. 491/SVEEP/36/2013(RJ)

Dated: 22.01.2014

To

All Chief Electoral Officers,

Subject: Engaging children under 18 years of age for Voter Awareness programmes

Madam/Sir,

I am directed to say that in view of certain requests received by the *Election Commission of India for issuing guidelines on engaging children under 18 years in any Voter Education activity, the following is directed:*

- i. *School children under 18 years shall not be engaged for any rallies, human chains or similar mass mobilisation activities outside the school in relation to any electoral awareness campaign. However any rally or other extra-curricular activity relating to voter education within the school premises shall be encouraged.*
- ii. *Similarly, children under 18 years shall not be sent door-to-door for creating awareness on elections or electoral registration under the SVEEP programme.*

The following is the framework within which children under 18 years shall be engaged in SVEEP programme:

- a. *National Voters' Day (if it is not a holiday for the school) may be celebrated in Schools for making children under 18 yrs aware about their right to Vote on attainment of 18 years of age.*
- b. *Extra and co-curricular activity, including sports competitions, races etc on voter education and electoral participation themes within school premises.*
- c. *Drawing, debate, quiz or similar competitions organised specially for children on electoral literacy in and outside the school premises.*
- d. *Any marathon runs or similar competition for children on Voter Education and electoral participation outside school premises.*
- e. *Any school project for school children on electoral literacy that may involve collecting information from family or neighbourhood as part of academic curricula.*

- f. *Any event organised by School as its own initiative for children and not as a directive from election machinery.*
- g. *Engaging school children for getting signatures from their parents on the sankalp patras/pledge letters pledging to enrol/vote, as already instructed by Commission.*

The same may be circulated to districts and compliance sought.

Yours sincerely,

(Padma Angmo)
Deputy Secretary

Copy to : Chairperson, *Rajasthan State Commission for Protection of Child Rights*

INSTRUCTION SI. No.160

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi 110001

No. 491/SVEEP/1/2014(AO-LS)

Dated: 3rd February, 2014

To

The Chief Electoral Officer,
All States/UTs

Subject: Central Awareness Observers for General Elections to the Lok Sabha Elections 2014 -reg

Sir,

I am directed to say that the Election Commission of India under article 324 of the Constitution of India and Section 20B of the Representation of People Act, 1951 has appointed central Awareness Observers for the Lok Sabha Elections 2014. They will be on observer duty in two phases of 7 days each (excluding travel time) and cover upto 3 selected Parliamentary Constituencies in each phase.

1. The Awareness Observers will oversee the efficient and effective management of the electoral process at the field level mainly in the field of Voter education and facilitation besides Media related aspects of RP Act and 'Paid News'. For all purposes, they will act as the eyes and ears of the Commission during the period of the election and provide direct inputs to the Commission from the field about the steps taken up to provide information and facilitation to the people so that they can participate in the electoral process. Their inputs/observations are confidential and solely for the use of the Commission and not for any other agency including media. It is clarified that while the formal report/input/observation sent by the observers are meant for the use of the Commission, the observers will discuss with the CEO/RO/DEO about their observation in order to facilitate mid-course corrections.
2. The Addl/Joint CEO(SVEEP) shall be the nodal officer to ensure smooth flow of communications between the Commission and the Awareness Observers deployed in the state so as to ensure the presence of Observers in the assigned districts as per the schedule laid down by the Commission and smooth flow of information among Observers, district level authorities, State level authorities and the Commission.
3. **ARRIVAL OF OBSERVERS IN THE CONSTITUENCIES**
 - a) The observer is mandated to report in the first district on the specified date before forenoon. The deployment details and duration of stay in each district shall be shared subsequently.

- b) The DEO shall appoint an English knowing officer as the liaison officer for the observer and the liaison officer shall receive the observer at the point of his arrival in the state and escort him to the place of stay.
 - c) The DEO has to make arrangements for accommodation, vehicle and communication modes like SIM card, internet, fax, etc.
 - d) The DEO and RO shall compile information/particulars as enumerated in the check list (Annexure-I) and furnish the same to the Awareness Observer on his/her arrival alongwith the District SVEEP Plan and a map.
4. **INTERFACE OF DEO WITH THE AWARENESS OBSERVER:** The DEO will organize a structured meeting with the Awareness observers as early as possible.
- a) All the Nodal Officers and MCMC members should be present in the meeting to apprise the Observer about the specific issues needing his special attention. The observer should proactively use this meeting to familiarise himself/herself of the state of preparedness of the district with regards to SVEEP and Media related matters.
 - b) After reviewing the check list (Annexure-I), the Observer shall take up the matter with the ECI, if any deficiency is found in the election preparedness.
5. **ROLE OF AWARENESS OBSERVERS:** The Awareness Observer (AO) arrives within 7 days of announcement of the date of elections by the Election Commission of India in the first phase and completes the second phase of tour before the day of poll.
- a) **Targeted Approach in Planning:** S/he may observe that the DEO has identified the 10% lowest turnout Polling Stations (PS) in the district and also the excluded groups and communities at the PS level for making suitable interventions.
 - b) **Partnerships:** The Awareness Observer may observe that a network of partners have been developed for carrying out the outreach programme. S/he may also observe that educational institutions and state departments besides GoI Media departments are roped in. In view of the signing of MoU between ECI and National Literacy Mission, Department of Adult Education, Ministry of HRD, GoI coming the Awareness Observer may observe if the State Literacy Mission are partnering the DEO for electoral literacy among the rural population.
 - c) **District SVEEP Core Committees:** The Awareness Observer may observe that meetings of the Core Committee are held periodically. The Core Committee shall ensure quality production and monitor timely distribution of the material. The Observer shall see if the communication/outreach material has been produced/received on time, stored properly and distributed well ahead of the polling date right upto the polling station areas.

- d) **Nominations:** The Awareness Observer may observe that the affidavit submitted by the candidates to the RO regarding criminal background, assets, liabilities and educational qualifications is suitably displayed by the RO outside his/her office and also given to those who ask for it free of cost. S/he may also observe that the affidavits are updated on the CEO's website and the details regarding the government dues as given in the affidavit (under the heading 'liabilities') is also published in two newspapers with local circulation.
- e) **Roll Related:** The Awareness Observer may observe that the citizens are facilitated at Matdar Sahayata Kendras/Voter Facilitation Centres/Common Service Centers for issue of EPIC, duplicate EPICs, display of Voter List and Voter Education material. The observer should visit some of the VFCs. The Awareness Observer may observe that DEO has carried out awareness campaign informing people that having name in the Voter List is a pre-requisite for casting a vote. The Awareness Observer may observe that DEO has extended facilities for searching name in the Voter List and locating polling station through internet, SMS, telephone and other means. S/he may also observe that the Voter Helpline number 1950 and the local helpline number is functional and widely publicized.
- f) **Informed and Inducement Free Voting:** The Awareness Observer may observe that campaign has been taken up to inform the people that under Section 123 of RPA 1951, giving as well as taking of bribe is deemed a corrupt practice and can invite disqualification from voting. S/he may observe that ethical and inducement free voting forms a vital part of the campaign carried out for promoting electoral participation among people.
- g) **Dos And Don'ts For Electors:** The Awareness Observer may observe if the DEO has adequately disseminated to the people the aspects that are considered as corrupt practices or electoral offences.
- h) **Media Certification and Monitoring Committee (MCMC):** The Awareness Observer may observe that the MCMC is set-up and its members are imparted training specially regarding 'paid news'. S/he may see the paid news register to monitor the cases of paid news referred to the MCMC and action taken thereafter. The Observer may extend help in way of advice and suggestions to the desired functioning of the MCMC.
- i) **District Media Cell:** The Awareness Observer shall also observe that the District Media Cell is active and functioning. The Observer shall also observe that the election machinery at district level has proper communication established with the public through media.
- j) **Electronic Voting Machine:** The Awareness Observers will check if adequate EVM awareness has been undertaken in the district to familiarise electors with the operation of the EVM. S/he may also observe if an EVM is also displayed at the Voter Facilitation Centre or Common Services Centre. It

may be observed if the DEO has undertaken special camps at rural hamlets to display and provide hand-on experience to people on the EVM.

- k) **Preparations for Poll day:** The Awareness Observer may observe if adequate information is disseminated at public places regarding alternate identity documents that can be used for voting. S/he may also observe that voter awareness and motivational messages are displayed at major public places and through mass media. The Awareness Observer may see that Voter Slip is distributed timely ahead of poll day and also observe that facilities exist at PS for proper lighting, drinking water, toilets, sheds, ramps etc

6. **VISIT OF AREAS IN THE CONSTITUENCY AND POLLING STATIONS:** The Awareness observer should visit the constituencies to understand the constituency in social, economical and political context. During their visits, the Awareness Observer shall definitely visit some of the Voter Facilitation Centers /Common Service centers in the district where citizens are extended facilitation for making their EPICs, checking their names in the Voters' List etc. S/he shall interact with the public and gauge the level of awareness among people regarding various aspect that would relate to their participation in the polls.

- I. The checklist and Awareness Observers Reports are enclosed for reference.
- II. The provision of facilities for Observer shall be as per the Commissions letter No 464/OBS/2009/EMS dated 4th March, 2009(encl).
- III. The number of Awareness Observers being deployed is being finalized. CEOs may recommend the PCs based on existing gaps and turnout in past elections where the Awareness Observers may be deployed.
- IV. The final deployment plan shall be shared with the CEOs subsequently.

Yours sincerely,

(Padma Angmo)
Deputy Secretary

Copy to:

PPS to CEC/EC(B)/EC(Z)

PS to all DEC/DGs/Zonal Sections, Observer Planning Section, IT Division

CHECK LIST**INFORMATION/PARTICULARS TO BE PROVIDED BY THE DEO TO THE AWARENESS OBSERVER ON ARRIVAL.**

- a. Name of the District :**
- i. Map of the district and map of the constituency highlighting less than 50% turnout polling station areas

- b. DEO**
- i. Name
- ii. Batch of service
- iii. Date of posting

- c. SP/Commissioner for a city**
(Please indicate the names as per jurisdiction. If the constituency involves more than two districts - both the officers should be mentioned)

- i. Name
- ii. Batch of service
- iii. Date of posting

- d. List of ACs and name of RO against each AC:**

.....

.....

.....

.....

.....

- e. Population**

- i. Male
- ii. Female
- iii. Total

- f. Electorate details of the district**

ELECTORS							EPIC	PER
Male	Female	Others	Service	Proxy	Overseas	Total		

- g. Electoral roll details (of district)**

- i. Date of publication of revised electoral roll (revised w.r.t 01-01---)

___/___/___

ii. Addition since the last publication date:

Male :

Female :

Others :

Total :.....

iii. Date of printing of supplementary electoral roll (on account of continuous updation)

___/___/___

h. Polling Stations

i. No of polling stations in the district

ii. Details of **10% Polling stations** with lowest turnout in last Assembly election

S No	Name of Polling Station	Name of AC	Voter turnout % in last AE	Male Electors	Female Electors	Others	Total Electors	Biggest gap* identified	Reasons thereof

* gap in a particular segment or group

i. Assembly Constituencies

S No	Name of Assembly Constituency	Male turnout % in last AE	Female turnout % in last AE	Total turnout % in last AE	Male Electors	Female Electors	Total Electors	Biggest gap (gender/urban youth/any other)

j. SVEEP Core Committee (CEO ZP as chair)

i. Members

.....

.....

k. Partner Departments (Govt) identified:

l. Non-government partners :

m. State Icon :

n. MCMC (DEO as chairperson)

i. Names of members

.....

.....

ii. Training done on (date) ____/____/____

iii. Number of member trained.....

iv. Last meeting (date) ____/____/____

v. Number of cases reported(as on
date:.....)

vi. Number of notices issued (as on
date:.....)

o. Important Media present in the district :

i. Print:

ii. Electronic:

p. Media sensitization on paid news and other media related provisions of the
RP Act on

____/____/____

q. Political party sensitization on paid news and other media related provisions of
the RP Act on ____/____/____

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AWARENESS OBSERVER REPORT – 1

(in first phase of observation)

Awareness Observer's Name:	
Observer Code:	
District:	
Constituencies visited:	
State:	

SI No	Subject	Observer's Report
1.	Has DEO identified 10% lowest turnout PS and reasons thereof for targeted interventions in the District Plan?	Yes/No
2.	Name of groups/communities were identified as excluded	
3.	Number of Voter Facilitation Centres/CSCs in the district	
4.	Number of VFCs visited by AO	
5.	Avg time taken at VFCs to issue duplicate EPICs	
6.	Is adequate publicity given about VFCs and services offered there?	Yes/No
7.	Are search facility in Voter List offered through a)SMS b) internet	a) Yes/No b) Yes/No
8.	Has Core committee produced some Voter awareness material?	
9.	Has material been distributed to ACs	Yes/No
10.	Is there specific material on inducement free voting	Yes/No
11.	Names of govt partner departments in the district	
12.	Names of Non-government partner agencies in the district	
13.	Are National Icons messages available in District	Yes/No
14.	Are state icons promos/messages	Yes/No

	disseminated in media/cable TV	
15.	Are the two Helpline numbers functional	Yes/No
16.	After interaction with public: a. Are the respondent aware of the special awareness programmes launched in their AC for registration, EPIC etc.? b. Whether the people were aware that names in roll are must for voting? c. Whether they are aware that voting is allowed even in absence of EPIC	<input type="checkbox"/> Mostly Yes <input type="checkbox"/> Nearly Equal <input type="checkbox"/> Mostly No <input type="checkbox"/> Mostly Yes <input type="checkbox"/> Nearly Equal <input type="checkbox"/> Mostly No <input type="checkbox"/> Mostly Yes <input type="checkbox"/> Nearly Equal <input type="checkbox"/> Mostly No
17.	Frequency of meeting of District MCMC	
18.	Has the MCMC members been trained adequately	
19.	Media sensitization on paid news and other media related RPA provisions (date)	
20.	Political parties briefing on paid news and media related provisions of RPA done on (give date)	

Signature of the Observer:

Date

AWARENESS OBSERVER REPORT – 2

(in second phase of observation)

Awareness Observer's Name:	
Observer Code:	
District:	
Constituencies visited:	
State:	

SI No	Subject	Observer's Report
1.	When was Voter Slip distributed (date)	__/__/__
2.	Reminder message one day ahead of poll and on poll day planned through which media	
3.	Number of mass mobilization events held in rural areas	
4.	Number of mass mobilization events held in urban areas	
5.	Has DEO written letters to electors inviting them to vote?	
6.	Number of Sankalp-patras or pledge letters issued and collected through school students?	Issued/Collected back
7.	Number of locations where Voter list physically displayed for public?	
8.	Number of EVM familiarisation camps conducted	
9.	Are date and timings of polls widely publicized ?	Yes/No
10.	One most striking information dissemination initiative	
11.	One most striking motivation initiative	
12.	One most striking facilitation initiative	
13.	Number of calls received on local helpline number	
14.	Number of PS visited	

15.	Are voter facilities like proper lighting, drinking water, toilets, shed and ramps provided at these PS ?	
16.	<p>After interaction with public:</p> <p>a. Are the respondent aware of the special awareness programmes launched in their AC for voting?</p> <p>b. Whether the people were aware of the location of their Polling Station?</p> <p>c. Whether people are aware of alternate identity documents that can be used for voting</p> <p>d. Whether people are aware of date and timings of voting?</p>	<p> <input type="checkbox"/> Mostly Yes <input type="checkbox"/> Nearly <input type="checkbox"/> Equal <input type="checkbox"/> Mostly No </p> <p> <input type="checkbox"/> Mostly Yes <input type="checkbox"/> Nearly <input type="checkbox"/> Equal <input type="checkbox"/> Mostly No </p> <p> <input type="checkbox"/> Mostly Yes <input type="checkbox"/> Nearly <input type="checkbox"/> Equal <input type="checkbox"/> Mostly No </p> <p> <input type="checkbox"/> Mostly Yes <input type="checkbox"/> Nearly <input type="checkbox"/> Equal <input type="checkbox"/> Mostly No </p>
17.	Number of notices issued by RO for paid news	
18.	No of cases decided as Paid News by District MCMC	

Signature of the Observer:

Date:

INSTRUCTION SI. No.161

ELECTION COMMISSION OF INDIA

NirvachanSadan, Ashoka Road, New Delhi -110001

No.491/SVEEP/2013(LS)

Dated:11th November, 2013

To,

The Chief Electoral Officers of
All States and UTs

Sub.: Comprehensive SVEEP Plan of Action for Enhanced Electoral Participation in General Elections to the LokSabha, 2014 and National Voters' Day 2014 - reg

Sir/Madam,

I am directed to refer to the aforesaid subject and to convey that the Election Commission of India has directed that the **comprehensive State SVEEP** Plan for enhanced electoral participation in the forthcoming LokSabha elections 2014, including the action plan for National Voters' Day 2014 may be submitted by 15th December 2013 for the approval of the Commission. The election going states of Madhya Pradesh, Rajasthan, Chhattisgarh, Mizoram and Delhi may send the State Plan latest by 31st December 2013.

2. A national document on SVEEP is being released by January 2014, documenting the experience/best practices in the 23 State Assembly Elections since 2009. Besides, the compendium of SVEEP instructions-2013 has already been shared with all States/UTs. Baseline Survey of Voters' Knowledge, Attitude, Behaviour, Belief and Practices have been conducted in most states ahead of the Summary Revision/Assembly Election. The SVEEP Action Plans of some states and districts have been put up on the ECI website. Also SVEEP officials from various states were sent on field visits to the five election going states in Oct-Nov 2013.

3. The Commission has directed that based on these documents, experience sharing and best practices of election gone states, the State SVEEP Plans for 2014 have to be drawn up on the following lines:

I. Overall Objectives:

- a. To target an increase in voter turnout in the identified low turnout polling stations and an overall increase in turnout by atleast 10-15% over the 2009LokSabha Election
- b. To remove the gender gap in enrolment and turnout
- c. Inclusion of excluded groups/communities in electoral roll and in turnout for voting

- d. Visible enhancement in the quality of electoral participation in terms of informed, ethical and inducement free voting in tandem with supply side expenditure control measures
- e. Increase in postal ballot voting by facilitating and educating service voters and employees

II. Situation Analysis

- a. Identification of 10% of Polling Stations in each district with lowest turnout in last Lok Sabha election and reasons thereof
- b. Identification of overall 10% lowest turnout Polling Stations in the State and reasons thereof
- c. Identification of lowest turnout Parliamentary Constituencies and reason thereof
- d. Identification of reasons for drop in turnout (if any) between last Assembly election and last LS election in the state.
- e. Identification of excluded groups, communities at each Polling Station, if any

III. Strategy

- a. The State and District plan shall include situation analysis, outputs/activities, monitoring and evaluation mechanism keeping in mind the Indicators as given in the reporting format (annexure)
- b. The Survey findings may be suitably utilized while formulating State and District plan. The survey data relating to the AC/PS within a district may be shared with the concerned DEO for fine-tuning the district plan.
- c. Targeted campaign on major gaps like Women, Urban, Youth, weaker sections, Physically challenged etc shall also be a part of the State and District plan
- d. To overcome the gap in turnout, targeted interventions have to be carried out at polling station level
- e. DEOs shall innovate at their level and prepare specific operational plan after identifying excluded communities/groups in each polling station. The district plans shall flow out of the broad State plan, and also contribute to it
- f. Emphasis on informed and inducement free voting
- g. Appropriate information dissemination on NOTA, continuous EVM awareness combined with VVPAT information, wherever applicable
- h. Facilitation of the Voter will be a key component besides the range of Information and Motivation measures.

IV. Planning & Implementation

- a. The State SVEEP Core Committee headed by the CEO shall supervise the implementation of the SVEEP Plan in the entire state. The Committee shall have representation from various Department, Agencies and organisations.
- b. The District Core Committee shall be chaired by DEO/CEO(ZP) to supervise the implementation of the SVEEP Plan in the district. Each district shall appoint a Nodal Officer incharge of SVEEP. S/he will function as the Member Secretary of the District Core Committee. The Core Committees should be set up sufficiently in advance, not later than 30th November 2013.

- c. The network of partnership should be developed at State level and also at District level for strengthening the SVEEP programme. In this connection, the frameworks of partnerships already issued by the Commission in relation to CSOs, OSU/Corporates and Media and also the scheme of Campus Ambassadors may be optimally harnessed.
- d. CEO and DEO will mobilise and brief partner agencies and provide them requisite resources and outreach material at state level and district level respectively.
- e. DEOs in Naxal affected districts and other violence affected areas will involve the SPs in operationalizing SVEEP programme so that the environment of confidence and fearlessness against intimidation can be built into the programme.

A. Outreach Activities: The activities should be planned based on the situation analysis

- i. Forms 6, 7, 8 and 8A be made available at all prominent places including Banks and Post Offices having large footfall besides in all Colleges and Universities, and also in High Schools for newly eligible electors.
- ii. Special registration camps in weekly haats, during festivals and through mobile vans may be conducted.
- iii. Corporates need to be contacted so as to ensure registration of their employees. Alternative registration hubs for corporate employees to be established.
- iv. Mass mobilization activities may be taken up close to elections to motivate people to participate in the electoral process
- v. Communication campaigns shall be carried out through mass media, folk media and other mediavehicles besides direct people-to-people contact.
- vi. Special campaign shall be carried out for promoting informed and inducement free voting
- vii. EVM familiarisation activity combining with NOTA and VVPAT familiarisation, where necessary
- viii. Copies of Electoral Rolls may be to be provided to SLMA workers at Gram Panchayat besides partner CSOs and political parties.

B. Outreach Material Development

- i. In material development, CEO and her/his team will first consider the archive of approved material compiled by the SVEEP Division of the Commission. This is available on the ECI website.
- ii. CEO would take necessary steps for further Inventory Building on Voters' Information and Awareness software for the state; outreach material developed for Special Revision, National Voters' Day are to be extensively used, after suitable modification.
- iii. For preparation of software to be used in the Lok Sabha elections, the office of CEO would set up an expert Committee at State level for quality check and control of content comprising of Heads of AIR & DD among others.

- iv. Survey findings may be utilized for designing the campaign material and deciding the media vehicles for dissemination
- v. Regional and/or local icons may be identified by each State/UT and promotional material for voting may be prepared availing their services, after getting approval of Commission on the content (messages), in addition to the national icons of ECI, viz. Dr. A. P. J. Abdul Kalam, former President of India, Sh. M. S. Dhoni, Cricketer, Ms Saina Nehwal and Ms Mary Kom, Olympic Medallists and the regional icons already approved by the Commission.
- vi. Material on voter awareness may be given to partner CSOs/ media houses for wider dissemination.
- vii. Under ECI-NLMA MoU, Sakshar Bharat workers (NLMA) shall carry out electoral literacy programmes besides helping BLOs for enrolment during continuous updation. DEOs may also disseminate their outreach material through these Literacy workers.
- viii. All messages used in the elections shall require approval of the Commission, if these are not earlier vetted.

C. Voters' Facilitation:

- i. Voter Registration and Education centres to be set up at strategic locations for facilitation and awareness generation as well. The Centers should be supplied education and awareness material in good quantity.
- ii. Registration of left-out Voters to continue till the last date of filing of nominations of candidates under the provision of continuous updation.
- iii. The EROs and AEROs are to ensure that EPIC are issued to all those enrolled.
- iv. Ensuring that Voters' Slips are distributed on time as per directions of the Commission.
- v. Adequate early publicity to alternative I-Cards, if any, for identity proof, to be decided by the Commission.
- vi. Setting up of more numbers of Polling Stations to facilitate voters to exercise their franchise without much inconvenience.
- vii. DEOs to ensure that suitable and adequate arrangements are made for provision of drinking water, sheds, toilets for women and other facilities at all Polling Stations as directed by the Commission from time to time, to make voting a friendly experience, including setting up of model polling stations equipped with necessary facilities.

V. Monitoring & Review

- a. Mid period review and constant monitoring of SVEEP programme in the districts shall be conducted to assess the efficacy of the interventions including about the timely and proper utilisation of funds.
- b. Regular Video Conferences to be organised by CEO with all DEOs for review of implementation.

- c. The programme shall be reviewed at the national level by the Commission. The reporting format has already been shared and is annexed herewith for reference.

VI. Evaluation& Documentation

- a. The DEOs shall evaluate the interventions carried out in their district and submit a report to the CEO within a month of closing of polls. They shall focus on the following in their report besides an analysis of the overall turnout:
- i) analysis of the registration ahead of polls
 - ii) analysis of the comparative turnout among women, urban voters and youth
 - iii) analysis of the turnout of the identified excluded groups/communities at specific polling stations
 - iv) analysis of the comparative turnout in the identified 10% of the lowest turnout polling stations
- b. The CEO shall submit a documented report to the Commission within two months of closure of polls. The CEOs report shall also focus on the aforesaid points for the entire state.

4. **National Voters' Day 2014** shall help to maximize enrolment of voters, especially the newly eligible ones, ahead of the Lok Sabha elections. The activities for the NVD shall be carried out as per the ECI's instructions vide letter no 491/SVEEP/2011(NVD) dated 1st November 2011 and the reporting format for the NVD is as per annexure.

Also, the Commission has directed that all States/UTs should have a Tableau in the Republic Day function at the State HQs with 'Lok Sabha elections 2014' as the theme.

5. A template for the State SVEEP Plan 2014 is enclosed for reference. The format in which the States shall be required to report once the elections are announced, is also enclosed.

Accordingly, all States and UTs are required to prepare the State SVEEP Plan in respect of the Lok Sabha election 2014 and submit the same latest by **15th December 2013**. Madhya Pradesh, Rajasthan, Chhattisgarh, Mizoram and Delhi may send the State Plan latest by **31st December 2013**.

Annexures:

- I. Template Action Plan – SVEEP-II for Lok Sabha Elections 2014 (including NVD 2014)
- II. Reporting Format for NVD
- III. Election Reporting Format (SVEEP)

Yours faithfully,

(Suman Kumar Das)

Template for Action Plan- SVEEP-II- for Lok Sabha Elections 2014 (including NVD 2014)

A.Objectives

(Please specify the objectives of the State SVEEP Plan & also the specific goals to be achieved in preparation for the Lok Sabha elections 2014)

B.Situation Analysis

(Systematic Assessment of current and previous electoral data to guide the interventions)

B1. Electoral Profile

B1.1. Electoral Profile of the entire state in brief
(Total Population, Electors-Male, Female, Others, EP Ratio, EPIC Coverage, Age Cohort, Districts, Assembly and Parliamentary Constituency, Polling Stationsetc)

B1.2. Socio-Cultural Profile of the State

B2. Identification of Gaps

B2.1. Category wise *(e.g. Gender, youth, Urban, Excluded group etc, give statistics of past elections and registration data)*

B2.2. District wise *(e.g. statistical analysis, category, if any, in each district etc)*

B2.3. Polling Station wise *(Identification of 10% of the lowest turnout Polling Stations)*

B3. Analysing Gaps

B3.1. Analysing underlying reasons for the gaps *(Evidence based analysis of various gaps given in B2)*

B3.2. Survey findings regarding reasons for non-participation *(salient findings of the Survey reports of past election/registration survey)*

C.Building Strategy

(includes IMF-Information, Motivation and Facilitation)

C1. Common Strategy *(Overall Voter education and awareness)*

C1.1. Information and Motivation

C1.2. Facilitation

C2. Targeted approach *(targeted interventions for specific identified gaps)*

C1.1. Information and Motivation

C1.2. Facilitation

D. Implementation

(Systematic planning and roll out of plans to achieve objectives given at A)

D1. Team formation at District and State Hqs

D2. Training & Capacity Building of SVEEP Teams

D3. Building Partnerships
(partners at State level and partners at district level)

D4. Resource Mobilisation
(Human resource like message carriers, content developers, cultural troupes etc, Partner Agencies like Doordarshan/AIR for content creation, PSUs/Corporates for sponsorships and financial resources, Departments like Railways, Airports, Banks etc for providing infrastructure for dissemination and display, Private Media Houses for providing print space, airtime, content etc.)

D5. Media & Communication Plan
(Insertions in Media like Electronic, Print, outdoor, internet-based, IVR, SMS, callertunes etc)

D5.1. Overall approach

D5.2. Targeted approach (e.g. Special messages for youth, women centric messages, urban targeted messages etc)

D5.3. Content Development (e.g. generation and sharing of content between districts and with HQs)

D5.4. Summary of Media Insertions for proposed target audience

S.No.	Target	Media	Partner Agencies to be associated (if any)
1.	Women		
2.	Urban		
3.	Youth		
4.	Identified community		
5.	Any other group		
6.	Any other group		

D6. Physical Events and Activities
(**National Voters' Day**, Youth Voter Festival and other activities like competitions, debates, quiz, rallies, meetings, human chains, ranglo competitions, street plays etc in which target audience is directly engaged with)

D6.1. Overall approach

D6.2. Targeted approach
(e.g. **NVD** and Youth Voter Festival shall target the newly eligible voter of 18-19yr, ranglo competitions shall be organised specifically targeting women, etc)

D6.3.SankalpPatras/Pledge Letters and Invitation letters from CEO/DEO and otherinnovations

D6.4.Summary of proposed Events/Activities

S.No.	Target groups (identified in B2.1.)	Events	Partner Agencies to be associated (if any)
1.	Women		
2.	Urban		
3.	Youth		
4.	Identified community		
5.	<i>Any other group</i>		
6.	<i>Any other group</i>		

D7. Voter Facilitation

(Interventions tofacilitate voters like helpline numbers,name search facilities inVoter list, reminder smses, polling station search facility, onlineregistration, Voter Facilitation centres, voter slipsetc)

D7.1.VoterFacilitation Centres

(display of Voterlist, issue of EPICs and duplicate EPICs, search facility, interactive voter education etc)

D7.2. HelplineNumbers/Name Search on Internet and SMS etc/Polling Boothlocationsearch on google map etc

D7.3. PS specificfacilitation initiatives planned

(like display ofVoter list outside PS, proper lighting, ramps etc)

D7.4. Any other targetspecific Facilitation measure planned

(like specialregistration desks in Anganwadi for rural women, registration camps for students etc)

D7.5. Voter Slip

(numbers and day ofdistribution, details on Voter slip etc)

E. Monitoring Mechanism

(Mechanism formonitoring of implementation at District and Hqs and correctiveactions whenever required e.g.VCwith DEOs, regular meetings with Partner agencies, communicationmechanism with partners and field, mandatory reporting formats or anyother tools)

F. Evaluation & Documentation

(Mechanism for post election assessment of the targeted interventions at PS level and for various identified gaps, besides documentation at district /state level; evaluation in view of indicators like overall increase in turnout, turnout at identified PS, women turnout, turnout in urban centres, postal ballots, EP Ratio, Gender Ratio on rolls, Registration of NRIs, Inclusion of excluded groups, etc)

G.Calendar (Details of activities with time lines)

Action Points			Start Date	End Date
Team Formation				
Training & Capacity Building				
Building Partnerships				
Resource Mobilisation				
Monitoring				
Evaluation				
Documentation				
Facilitation Measures				
Helpline numbers activation				
Name Search Facility on SMS				
PS location on google map				
Special registration drives for women				
Polling Station Facility				
<i>Any other facilitation measure</i>				
<i>Any other facilitation measure</i>				
Communication and Activity Plan				
Theme	Sub-Theme	Activity (Event and /or Media insertion)	Start Date	End Date
Registration	Why register			
	Where and When			
	How to register			
	Documents reqd			
Voting	Why Vote			
	How to Vote			
	Check names on Voter list			
	Identification documents			
	Dos and Donts			
	Inducement Free Voting			
	Informed Voting			
	NOTA			
Electoral Education	Pledge Letter/SankalpPatras to students			
	Voter Slip ahead of poll day			
	Electoral Sysytem			
Electoral Education	Secrecy of Vote			

**Election Reporting Format (SVEEP)
(Fortnightly)**

State:

S No	Topics	Remarks
1.	Number of Voter Facilitation Centres/CSCs operational in the state as on date	
2.	Number of identified low turnout PS	
3.	Physical events organised in these PS area <ul style="list-style-type: none"> a. Special Camps for registration b. Street Plays/Folk art competitions etc c. Rallies/Runs d. Special event with Icon e. Other events 	
4.	Number of media insertions in these PS areas <ul style="list-style-type: none"> a. Posters, pamphlets, banners b. Radio spots/pgm c. Television spots/pgm d. Newspaper advertisements e. Outdoor Hoardings/Bus panels etc f. SMS/Caller tune etc g. Internet insertions 	
5.	Number of excluded groups/communities identified	
6.	Physical events organised for meeting gender gap <ul style="list-style-type: none"> a. Meetings (with functionaries like AWW/ASHA, CSOs etc) b. Special Camps c. Street Plays/Folk art competitions etc d. Rallies/Runs e. Special event with Icon f. Other events 	
7.	Number of gender specific media insertions <ul style="list-style-type: none"> a. Posters, pamphlets, banners b. Radio spots/pgm c. Television spots/pgm d. Newspaper advertisements e. Outdoor Hoardings/Bus panels etc f. SMS/Caller tune etc g. Internet insertions 	
8.	Youth specific physical events organised <ul style="list-style-type: none"> a. Number of events like competitions, festivals, street playsetc b. Number of Educational Institutions that participated in events 	

	c. Special registration camps in educational institutions d. Special camps for youth outside the educational system e. Special event with Icon f. Rallies/Runs g. Any other initiative	
9.	Number of youth specific media insertions a. Posters, pamphlets, banners b. Radio spots/pgm c. Television spots/pgm d. Newspaper advertisements e. Outdoor Hoardings/Bus panels etc f. SMS/Caller tune etc g. Internet insertions	
10.	Physical events organised for fighting urban apathy a. BLO/RWA meetings b. Special Camps c. Rallies/Runs d. Appeal Letters (from DEOs/CEO) e. Press Notes f. Special event with Icon g. Other events	
11.	Number of urban specific media insertions a. Posters, pamphlets, banners b. Radio spots/pgm c. Television spots/pgm d. Newspaper advertisements e. Outdoor Hoardings/Bus panels etc f. SMS/Caller tune etc g. Internet insertions	
12.	Number of media insertions on informed and inducement free voting a. Posters, pamphlets, banners b. Radio spots/pgm c. Television spots/pgm d. Newspaper advertisements e. Outdoor Hoardings/Bus panels etc f. SMS/Caller tune etc g. Internet insertions	
13.	Number of Partner Agencies a. Government Departments/Govt Media b. CSOs c. Private Media d. PSUs/Corporates	

	e. Organisations like NYKS, NSS, Cooperative Societies, RWAs etc f. Others	
14.	Postal Ballot Voters a. Number of Postal Ballot Voters (including polling officials and service voters) identified b. Number of meetings/event/facilitation events held for these people c. Number of media insertions for these voters (incl advertisements, sms, letter, orders, circulars etc)	
15.	How many users availed search facility in voter list offered through SMS	
16.	Number of Pledge letters issued by DEOs	
17.	Number of Pledge Letters received back after signature	
18.	Letters of invitation for polling issued by DEOs	
19.	Two most innovative intervention taken till date	1. 2.

Signature:

Date:

INDICATORS FOR TURNOUT (within 1 week after poll day)

I.	Average turnout in the identified low turnout PS in last election Average turnout in these PS in current elections	
II.	Turnout (average) among identified excluded groups in last election Turnout among these groups in current election	
III.	Women turnout percentage in last election Women turnout percentage in current election	
IV.	Turnout in urban centres in last election Turnout in the same urban centres in the current election	
V.	Number of postal ballots received (incl proxy voting) in last election Number of postal ballot in current election	
VI.	Youth turnout (media or independent reports) PI quote the source	

Reporting Format for National Voters' Day
(prelim report by 20th December/by 5th February)

State:

Date:

1.	Number of PS locations where NVD will be/was organised	
2.	Total electors to be/was distributed EPIC on NVD <i>(includes those given EPIC between final publication of ER and NVD)</i>	Male:
		Female:
		Others:
3.	Of these, how many in 18-19 yr age group(newly eligible)	Male:
		Female:
		Others:
4.	Number of badges to be/was distributed to new electors	
5.	Number of Educational Institutions organising NVD function	
6.	Funds distributed to the DEOs for NVD	Scale for each PS:
		Total fund disbursed to districts:
7.	No of Training programmes to be/was organised for BLOs for NVD	
8.	Chief Guest proposed for the State NVD function	
9.	Name of Partner Agencies being/were roped in for NVD	
10.	Are CDs of national Icons made available in Districts	
11.	How many Youth Voters' Festivals being/were organised in the state	
12.	Is a NVD Tableau proposed/displayed in the State Republic Day parade, if not give reasons <i>(this time mandatory with LS 2014 as theme)</i>	
13.	Any online event like Quiz, Discussion, etc planned/held	
14.	Concurrent activities proposed/taken up as part of NVD at a. State level b. District level	

PDF dated 15.10.2013

INSTRUCTION SI. No.162

ELECTION COMMISSION OF INDIA

NirvachanSadhan, Ashoka Road, New Delhi -110001

No. 491/SVEEP/29/2013/KT(AO)

Dated: September 27, 2013

To

The Chief Electoral Officer,
Madhya Pradesh, Rajasthan, Chhattisgarh, Delhi and Mizoram.

Subject: Central Awareness Observers for General Elections to the State Assemblies 2013-reg

Sir,

I am directed to say that the Election Commission of India under article 324 of the Constitution of India and Section 20B of the Representation of People Act, 1951 has appointed central Awareness Observers for the Assembly Elections to the States of Madhya Pradesh, Rajasthan, Chhattisgarh, Delhi and Mizoram. They will be on observer duty in two phases of 7 days each(excluding travel time) and cover ACs in upto 3 districts in each phase.

2. The Awareness Observers will oversee the efficient and effective management of the electoral process at the field level mainly in the field of Voter education and facilitation besides Media related aspects of RP Act and 'Paid News'. For all purposes, they will act as the eyes and ears of the Commission during the period of the election and provide direct inputs to the Commission from the field about the steps taken up to provide information and facilitation to the people so that they can participate in the electoral process. Their inputs/observations are confidential and solely for the use of the Commission and not for any other agency including media. It is clarified that while the formal report/input/observation sent by the observers are meant for the use of the Commission, the observers will discuss with the CEO/RO/DEO about their observation in order to facilitate mid-course corrections.
3. The Addl/Joint CEO(SVEEP) shall be the nodal officer to ensure smooth flow of communications between the Commission and the Awareness Observers deployed in the state so as to ensure the presence of Observers in the assigned districts as per the schedule laid down by the Commission and smooth flow of information among Observers, district level authorities, State level authorities and the Commission.
4. **ARRIVAL OF OBSERVERS IN THE CONSTITUENCIES**
 - a) The observer is mandated to report in the first district on the specified date before forenoon. The deployment details and duration of stay in each district shall be shared subsequently.

- b) The DEO shall appoint an English knowing officer as the liaison officer for the observer and the liaison officer shall receive the observer at the point of his arrival in the state and escort him to the place of stay.
 - c) The DEO has to make arrangements for accommodation, vehicle and communication modes like SIM card, internet, fax, etc.
 - d) The DEO and RO shall compile information/particulars as enumerated in the check list (Annexure-I) and furnish the same to the Awareness Observer on his/her arrival alongwith the District SVEEP Plan and a map.
5. **INTERFACE OF DEO WITH THE AWARENESS OBSERVER:** The DEO will organize a structured meeting with the Awareness observers as early as possible.
- a) All the Nodal Officers and MCMC members should be present in the meeting to apprise the Observer about the specific issues needing his special attention. The observer should proactively use this meeting to familiarise himself/herself of the state of preparedness of the district with regards to SVEEP and Media related matters.
 - b) After reviewing the check list (Annexure-I), the Observer shall take up the matter with the ECI, if any deficiency is found in the election preparedness.
6. **ROLE OF AWARENESS OBSERVERS:** The Awareness Observer (AO) arrives within 7 days of announcement of the date of elections by the Election Commission of India in the first phase and completes the second phase of tour before the day of poll.
- a) **Targeted Approach in Planning:** S/he may observe that the DEO has identified the 10% lowest turnout Polling Stations (PS) in the district and also the excluded groups and communities at the PS level for making suitable interventions.
 - b) **Partnerships:** The Awareness Observer may observe that a network of partners have been developed for carrying out the outreach programme. S/he may also observe that educational institutions and state departments besides Gol Media departments are roped in. In view of the signing of MoU between ECI and National Literacy Mission, Department of Adult Education, Ministry of HRD, Gol coming the Awareness Observer may observe if the State Literacy Mission are partnering the DEO for electoral literacy among the rural population.
 - c) **District SVEEP Core Committees:** The Awareness Observer may observe that meetings of the Core Committee are held periodically. The Core Committee shall ensure quality production and monitor timely distribution of the material. The Observer shall see if the communication/outreach material has been produced/received on time, stored properly and distributed well ahead of the polling date right upto the polling station areas.
 - d) **Nominations:** The Awareness Observer may observe that the affidavit submitted by the candidates to the RO regarding criminal background, assets, liabilities and educational qualifications is suitably displayed by the RO outside his/her office and also given to those who ask for it free of cost. S/he

may also observe that the affidavits are updated on the CEO's website and the details regarding the government dues as given in the affidavit (under the heading 'liabilities') is also published in two newspapers with local circulation.

- e) **Roll Related:** The Awareness Observer may observe that the citizens are facilitated at Matdar Sahayata Kendras/Voter Facilitation Centres/Common Service Centers for issue of EPIC, duplicate EPICs, display of Voter List and Voter Education material. The observer should visit some of the VFCs. The Awareness Observer may observe that DEO has carried out awareness campaign informing people that having name in the Voter List is a pre-requisite for casting a vote. The Awareness Observer may observe that DEO has extended facilities for searching name in the Voter List and locating polling station through internet, SMS, telephone and other means. S/he may also observe that the Voter Helpline number 1950 and the local helpline number is functional and widely publicized.
- f) **Informed and Inducement Free Voting:** The Awareness Observer may observe that campaign has been taken up to inform the people that under Section 123 of RPA 1951, giving as well as taking of bribe is deemed a corrupt practice and can invite disqualification from voting. S/he may observe that ethical and inducement free voting forms a vital part of the campaign carried out for promoting electoral participation among people.
- g) **Dos And Don'ts For Electors:** The Awareness Observer may observe if the DEO has adequately disseminated to the people the aspects that are considered as corrupt practices or electoral offences.
- h) **Media Certification and Monitoring Committee (MCMC):** The Awareness Observer may observe that the MCMC is set-up and its members are imparted training specially regarding 'paid news'. S/he may see the paid news register to monitor the cases of paid news referred to the MCMC and action taken thereafter. The Observer may extend help in way of advice and suggestions to the desired functioning of the MCMC.
- i) **District Media Cell:** The Awareness Observer shall also observe that the District Media Cell is active and functioning. The Observer shall also observe that the election machinery at district level has proper communication established with the public through media.
- j) **Electronic Voting Machine:** The Awareness Observers will check if adequate EVM awareness has been undertaken in the district to familiarise electors with the operation of the EVM. S/he may also observe if an EVM is also displayed at the Voter Facilitation Centre or Common Services Centre. It may be observed if the DEO has undertaken special camps at rural hamlets to display and provide hand-on experience to people on the EVM.
- k) **Preparations for Poll day:** The Awareness Observer may observe if adequate information is disseminated at public places regarding alternate identity documents that can be used for voting. S/he may also observe that voter awareness and motivational messages are displayed at major public places and through mass media. The Awareness Observer may see that Voter Slip is distributed timely ahead of poll day and also observe that

facilities exist at PS for proper lighting, drinking water, toilets, sheds, ramps etc

7. **VISIT OF AREAS IN THE CONSTITUENCY AND POLLING STATIONS:** The Awareness observer should visit the constituencies to understand the constituency in social, economical and political context. During their visits, the Awareness Observer shall definitely visit some of the Voter Facilitation Centers /Common Service centers in the district where citizens are extended facilitation for making their EPICs, checking their names in the Voters' List etc. S/he shall interact with the public and gauge the level of awareness among people regarding various aspect that would relate to their participation in the polls.
- I. The checklist and Awareness Observers Reports are enclosed for reference.
 - II. The provision of facilities for Observer shall be as per the Commissions letter No 464/OBS/2009/EMS dated 4th March, 2009(encl).
 - III. The number of Awareness Observers being deployed is Madhya Pradesh is 17, Rajasthan-11, Chhattisgarh – 9, Delhi – 3, Mizorm – 2. CEOs are required to identify slots (group of ACs for each Observer) and send it to the undersigned **urgently** through mail/fax latest by **29th September 2013**.
 - IV. The sim card number for local telephone facility to the Awareness Observer against each slot may also be provided for updation in the ECI data bank, by **7th October 2013**.

Yours sincerely,

(Padma Angmo)
Deputy Secretary

INSTRUCTION SI. No.163

ELECTION COMMISSION OF INDIA

NirvachanSadan, Ashoka Road, New Delhi -110001

SUMAN KUMAR DAS
UNDER SECRETARY
011-23052082

E-mail – sumands34@gmail.com
Tel/Fax –

No. 491/SVEEP/63/2013 (ICON)

Dated: 22nd August, 2013

To,

The Chief Electoral Officers of
All States and UTs

**Subject: Appointment of regional / State ICON(s) / Brand Ambassadors for
promotion of Voters' Participation under SVEEP programme –
regarding**

Sir/ Madam,

In continuation of Commission's letter no. 491/SVEEP/2013/KT (EGS), dated 3rd June, 2013, in the above said subject, I am directed to forward herewith a sample copy of letter to be communicated from Chief Electoral Officer of the State concerned to the selected renowned personality being considered as State ICON/Brand Ambassador, before appointment as State ICON. A copy of sample letter from CEO to the proposed ICON before appointment as State ICON, is enclosed herewith which may be used in all such future appointment.

Yours faithfully,

(Suman Kumar Das)
Under Secretary

(Sample letter from CEO to the selected renowned personality being considered as State ICON)

To

Sh./Smt.-----

Subject: Engagement of regional / State ICON(s) / Brand Ambassadors for
promotion of Voters' Participation under SVEEP programme –regarding
Sir/Madam,

We deeply appreciate your consent to be ECI's State Icon for promotion of voters' participation under SVEEP programme. I request you to kindly provide us with a declaration in the enclosed format (Annexure-I) for the sake of harmonious working together.

This is also to reiterate that your association as State Icon of Election Commission for awareness campaign would be on a completely voluntary and non-commercial basis, which the ECI appreciates.

Yours faithfully,

(Name)
Chief Electoral Officer,-----

INSTRUCTION SI. No.164

ELECTION COMMISSION OF INDIA

NirvachanSadan, Ashoka Road, New Delhi -110001

F.NO. 491/SVEEP/60/2003 (CA)

Dated : 20th September, 2013

To,

The Chief Electoral Officers of
all States/UTs.

Subject: Framework for engagement of Campus Ambassadors – regarding.

Sir / Madam,

In continuation of Commission's letter No. 491/SVEEP/60/2013 (CA), dated 05.02.2013 regarding appointment of Campus Ambassador, I am directed to enclose herewith a detailed framework for engagement of Campus Ambassador duly approved by the Commission.

In this connection, I would like to invite your attention to the direction of the Commission during Chief Electoral Officers' Conference on 16th September, 2013 wherein the Commission has directed that the Campus Ambassador should be in position by 01.02.2013 positively. A compliance report to this extent may be sent to the Commission along-with number of Campus Ambassadors latest by 10th December, 2013.

The Chief Electoral Officers who are not in a position to identify and select Campus Ambassador(s), may convey that no Campus Ambassador (S) has been appointed along-with the reasons for non appointment.

Those who have appointed/are going to be appointed as Campus Ambassadors should indicate the total amount of honorarium to be paid to the Campus Ambassadors for the year 2014-15 @ Rs. 2000/- (Two Thousand only) per annum per Campus Ambassador, in their budget estimate for Financial Year 2014-2015.

Kindly acknowledge the receipt of this letter.

Yours faithfully,

Encls: As above

(SUMAN KUMAR DAS)
UNDER SECRETARY

File No 491/SVEEP/60/2013(CA)

Election Commission of India

SVEEP Division

FRAMEWORK FOR ENGAGEMENT OF CAMPUS AMBASSADORS

Campus Ambassadors may be appointed only in Campuses identified by the CEO/DEO where neutral and non-partisan students can be easily identified. CEOs may communicate to Commission, if no such Universities and Government Colleges can be identified in their State.

I. Selection: Government Colleges and Universities may have Campus Ambassadors besides recognized Colleges identified by the CEO. In states where wide gaps in 18-19yr enrolment exist, some Higher Secondary Schools may also have such Campus Ambassadors.

- a. The Campus Ambassador/s shall be selected from among a list provided by the Head of the College/University. Alternatively CEOs may devise their own method of selection, with due weightage given to girl students. CEOs may like to involve NSS in the selection of the Campus Ambassadors.
- b. Each Campus Ambassador shall be in position for one Academic year. The appointment may be renewed on a yearly basis.
- c. In co-educational college two Campus Ambassadors (one male and one Female) may be selected.

II. Conditions: The Campus Ambassador shall not have any affiliation with any political party and shall not associate in any activity of any political party. Also the immediate family of the designated Campus Ambassador should not be engaged in active politics.

As Campus Ambassador s/he shall act in a responsible manner and avoid indulging in any unbecoming activity. An undertaking to this effect will be obtained from the concerned student through the Head of the Institution. Any complaint regarding the conduct and behavior of the Campus Ambassador may be immediately investigated and appropriate action taken in this connection.

Police Verification of the designated Campus Ambassadors should be done by the district administration. (Collector-Returning Officer)

III. Role & Duties:

1. Identification of students, teachers and non-teaching staff and their family members who are not registered in the electoral roll and those without EPIC or with wrong EPICs;
2. Facilitating their registration in the electoral roll by providing forms and guiding how to fill the forms and co-ordinating with the electoral machinery for approval of the new applications, correction and distribution of EPICs to the Campus electorate;

3. Organising with the help of CEO/DEO office, special drive for registration and also online registration;
4. Educating campus electorates about the electoral process i.e. registration, correction of errors, transposition of names, voting process and ethical voting;
5. Facilitating inclusion of Voter Education in various co-curricular activities/festivals of the Campus through different activities such as Slogan writing, Poster making, quiz, debate, essay writing, song, street plays etc;
6. Creating core team of students to work as Volunteers for the SVEEP activities in the campus;
7. Coordinating with campus related organizations like Scout and Guide, NCC, NSS for enrolment
8. Organizing talks/workshop etc for capacity building in Voter Education among student community;
9. Organizing National Voters' Day programmes in their campus;
10. Acting as an educator and motivator in family and neighborhood and helping them in filling registration forms.

IV. Honorarium:

The honorarium to the Campus Ambassadors may be Rs 2000/- per annum paid in two instalments of Rs 1000 each on completion of six months each time. The maximum Campus Ambassadors in a state/UT shall be as given in the annexure.

Also CEOs may devise criteria for identifying best Campus Ambassadors in the state and felicitate them on NVD function at State HQ. Any other incentive or cash reward can be instituted by the CEO. Campus Ambassadors of ECI will be provided necessary identifying items and outreach material by CEO/DEO from time to time.

V. Coordination of Campus Ambassadors with Election Machinery:

1. CEO or DEO shall brief the Campus ambassadors immediately on their appointment about their roles and responsibilities; Campus Ambassadors may be given a road map for the year and if found achievable, quantitate targets may also be given.
2. CEO office or DEO Office (wherever the campus is situated) may regularly coordinate with the Campus Ambassadors for various activities to be carried out within the campus.
3. It may be ensured that all support is extended by various EROs office to the Campus Ambassadors for facilitating registration.
4. A quarterly meeting of the Campus Ambassadors may be taken by the CEO to review the various activities undertaken in the campus and progress made in registration;

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INSTRUCTION SI. No.165

ELECTION COMMISSION OF INDIA

NirvachanSadan, Ashoka Road, New Delhi -110001

No 491/SVEEP/2012(SB)

Dated: 08.01.2014

To

All Chief Electoral Officers,

Subject: Taking forward the ECI-NLMA partnership

Madam/Sir,

Under the ECI-NLMA MoU, the electoral literacy material developed in Hindi shared with the CEOs vide ECI letter of even number dated October 4, 2013 is being translated by NLMA in regional languages through their SLMAs.

2. I am directed to say the translated version would be vetted by the CEO before it is rolled out and CEOs may ensure timely vetting of the material in view of the upcoming Lok Sabha elections.

3. The Commission has also directed that CEOs may extend support for the training of NLMA's Key Resource Persons and Master Trainers at State level and DEOs may extend support for training of Preraks/field workers at district level by providing resource persons for electoral literacy.

4. Radio spots and jingles have also been prepared by NLMA and are being translated. These may be suitably inserted in All India Radio and private FM radio channels by CEO's office during the election period.

5. The electoral literacy material prepared under ECI-NLMA MoU when used by CEO's office or with other partners agencies/departments may carry the logos of both ECI and NLMA.

6. Commission will review this as priority matter.

Yours sincerely,

(Padma Angmo)
Deputy Secretary

Copy to: Shri A M Rajashekar, JD, Directorate of Adult Education, MoHRD

Letters to CEO on media engagement

Engagement with Media Organisation

Framework of Engagement

1. Introduction

The democratic framework of our country has been shaped through credible, transparent and impartial electoral processes put in place by the ECI over the last sixty years.

These processes, enfranchising every eligible elector in this country, begin with voter registration and ultimately seek to provide a level playing field for all political parties and create an environment that is conducive for conducting a free and fair poll, in which all eligible electors can and should participate

There needs to be an enabling environment combining information, motivation and facilitation so that potential voters are fully engaged in the process of democratic governance through effective electoral participation.

There is also an imperative need for greater participation of all stakeholders that in the broadest sense would imply greater citizen engagement in the election process. This is however, some times, not the case.

Young Indians who become qualified to be registered as voters on turning 18 years need to be given the necessary orientation & facilitation to understand their new role and get engaged with the electoral registration and further participation process. There are visible gaps in participation among women, urban population, weaker sections and others in various parts of the country owing to a range of factors.

Media can play a significant catalytic role in enhancing citizen engagement by reaching out to a large audience in furtherance of the Election Commission's goals.

2. Goal and objectives

Goal: To have every eligible citizen on the electoral roll and have every enrolled voter to vote voluntarily, thus ensuring widest electoral participation and inclusive elections through information, education, motivation and facilitation.

Objectives:

- I. To bridge the gender gap in registration and voter turnout.
- II. To fight urban apathy to electoral participation
- III. To overcome youth disconnect with the electoral process
- IV. To facilitate inclusion of marginal sections in the electoral process
- V. To promote informed and ethical voting
- VI. To bridge the gap in information, awareness, motivation and facilitation in the electoral process

3. Start off Criteria for Media Houses

- a) Non-political and non-partisan with clean antecedents
- b) High Credibility and reputation among people and should have good reach in the region

4. Role and responsibility of ECI/Chief Electoral Officers of States

- i. Accepting the Media House as a partner organization in promotion of electoral democracy.
- ii. Creating a mechanism for coordination and periodic evaluation of the collaboration
- iii. While working out information and motivational campaigns for facilitating voter participation, they may involve the Media House appropriately.
- iv. CEOs shall share the material on Voter education/awareness with the Media House for wider dissemination of the message.

5. Roles and responsibilities of Media House

- i. Disseminating to the public, information like when, how, where and why to register as voters on pro-bono basis.
- ii. Providing free print space and air-time during elections and ahead of Summary revision to air out messages and promos from CEO's office for encouraging voter registration and participation in polling.
- iii. Promote ethical and informed voting free of inducements and educate voters about their rights and duties to strengthen democracy.
- iv. Create its own promos and spots for registration and voting on pro-bono basis, especially during elections.
- v. However all such content should be vetted by the CEO.

6. Finances

The collaboration will be without any funding arrangement and without any financial liability on the part of Election Commission and CEO.

7. This framework will become operational between ECI/CEO and any Media House through exchange of appropriate letters, if the CEO wishes to get it operational.

8. Safeguards

Since non-partisan, objective, non-political citizen awareness, facilitation and engagement are the basis of this framework of engagement, any deviation will automatically mean that the working arrangement with the concerned Media House has lost its relevance and stands dis-engaged forthwith.

Both the CEO and the Media House are at liberty at any time to suggest review, revision and modification of the content of the work and to ensure conformity with the directions that may be issued by Election Commission of India from time to time.

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Engagement with a Civil Society Organisation

Framework of Engagement

1. Introduction

The democratic framework of our country has been shaped through credible, transparent and impartial electoral processes put in place by the ECI over the last sixty years.

These processes, enfranchising every eligible elector in this country, begin with voter registration and ultimately seek to provide a level playing field for all political parties and create an environment that is conducive for conducting a free and fair poll, in which all eligible electors can and should participate

There needs to be an enabling environment combining information, motivation and facilitation so that potential voters are fully engaged in the process of democratic governance through effective electoral participation.

There is also an imperative need for greater participation of all stakeholders that in the broadest sense would imply greater citizen engagement in the election process. This is however, some times, not the case.

Young Indians who become qualified to be registered as voters on turning 18 years need to be given the necessary orientation & facilitation to understand their new role and get engaged with the electoral registration and further participation process. There are visible gaps in participation among women, urban population, weaker sections and others in various parts of the country owing to a range of factors.

Civil Society Organisations can play a significant catalytic role in enhancing citizen engagement especially in the areas of reaching out to the last-mile in furtherance of the Election Commission's goals.

2. Goal and objectives – ECI-CSO Partnership

Goal: To have every eligible citizen on the electoral roll and have every enrolled voter to vote voluntarily, thus ensuring widest electoral participation and inclusive elections through information, education, motivation and facilitation.

Objectives:

- VII. To bridge the gender gap in registration and voter turnout.
- VIII. To fight urban apathy to electoral participation
- IX. To overcome youth disconnect with the electoral process
- X. To facilitate inclusion of marginal sections in the electoral process
- XI. To promote informed and ethical voting
- XII. To bridge the gap in information, awareness, motivation and facilitation in the electoral process

3. Start off Criteria for CSOs

- a) Non-political and non-partisan with clean antecedents (financial and criminal)
- b) High Credibility and reputation among people within their regions of operation and should have good network in the region
- c) Actively engaged in any developmental or social cause

d) A background of knowledge of one or more areas of :

- (i) Democracy
- (ii) Election Management
- (iii) Electoral Participation
- (iv) Education and Awareness
- (v) Inclusion, worked with marginalized segments/ group in the society

4. Role and responsibility of ECI/Chief Electoral Officers of States

- I. Recognizing the CSO as a partner organization in promotion of electoral democracy.
- II. Creating a mechanism for coordination and periodic evaluation of the collaboration
- III. Imparting training and capacity building of CSOs through Workshops at IIIDEM/RIDEMs.
- IV. Implement other demand and supply side measures for optimally reaching out to the community of electors/ potential electors by suitably associating the CSO.
- V. Involving CSO volunteers to assist the Booth Level Officer for each polling station area as a Booth Level Volunteer in the area of Electoral Roll correction and revision.
- VI. While working out information and motivational campaigns for facilitating voter participation, they may involve the CSO appropriately.
- VII. CEOs shall share the material on Voter education/awareness with the CSO for wider dissemination of the message.

5. Roles and responsibilities of CSO

- vi. Assisting the Chief Electoral Officer in taking up voter awareness programs on electoral registration process and encouraging voters' participation.
- vii. Assisting both rural and urban population to register as voters at convenient registration locations and at timings that are convenient to them.
- viii. Nominating volunteers (BLVs) with clean antecedents for each polling station to help identify and include the eligible voters living in the polling station area in both rural and urban centres.
- ix. Assisting the Electoral Registration Officers (EROs) and the Booth Level Officer in obtaining applications, photographs from the eligible and new voters in the polling station area and ensuring that electoral rolls are accurate and periodically updated.
- x. Supporting various participative initiatives to make electoral rolls cleaner and poll process more efficient.
- xi. Help overcome information and motivational gaps and working towards full participation of the electors in Voting during the elections.
- xii. Promote ethical and informed voting free of inducements and educate voters about their rights and duties to strengthen democracy.
- viii. Provide constructive feedback, new and innovative ideas to increase voter participation

6. Finances

The collaboration will be without any funding arrangement.

7. This framework will become operational between ECI/CEO and any CSO through exchange of letters, if the CEO wishes to get it operational.

8. Safeguards

Since non-partisan, objective, non-political citizen awareness, facilitation and engagement are the basis of this framework of engagement, any deviation will automatically mean that the working arrangement with CSO has lost its relevance and stands dis-engaged forthwith.

If any other organization/agency, is sought to be associated with this collaboration work by the CSO, that can happen only in consultation with the Election Commission.

Both the CEO and the CSO are at liberty at any time to suggest review, revision and modification of the content of the work and to ensure conformity with the directions that may be issued by Election Commission of India from time to time.

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INSTRUCTION SI. No.166

ELECTION COMMISSION OF INDIA

NirvachanSadan, Ashoka Road, New Delhi -110001_

No 491/SVEEP/67/2013(CSR)

Dated: 29.01.2014

To

All Chief Electoral Officers

Subject: Collaboration with Corporates and federations i.e. FICCI, CII, NASSCOM, ASSOCHAM, TATA Global Beverages

Madam/Sir,

I am directed to say that under the Framework of Engagement with Corporates/PSUs, Election Commission of India is collaborating with the aforesaid organizations for Voter awareness and electoral participation, following proposals received from them and accepted by the Commission.

2. Under the framework, the roles and responsibilities of the CEOs and the PSU/Corporate is spelled out. In continuation of the same, CEOs may facilitate registration of the employees of these organisations and Associations and their immediate family.

3. In this regard the following may be seen:

- a. Corporate Houses shall undertake various initiatives in the field of voter awareness and education independently or in coordination with the CEO's office on lines of the framework. In this regard it will be desirable that they include Voter Education in the list of activities under CSR.
- b. A nodal person, who shall be a senior employee of the organization, will be identified by the Corporate House at State HQs for registration of the employees of the organisation and their spouse/immediate family (including parents and children). Wherever required, a nodal person shall be identified at district level for registration of employees who shall coordinate with the ERO for registration. This shall also be done under the overall supervision of CEO and the Nodal person of State HQs for the Corporate House.
- c. Online registration shall be the preferred mode and wherever the same cannot be done, the Corporate House will organize a special camp for filling physical forms. One officer nominated by the ERO shall remain present in the camp to receive the forms. The processing of the forms will be done by applying due procedure and diligence. The Company will extend requisite cooperation to the election authorities for verification of forms.
- d. CEOs and EROs shall conduct special registration camps for Corporate staff from time to time based on the request, as they have been doing in relation to educational institutions and other selected locations.

A copy of the letters exchanged with the federations/Corporate Houses in enclosed for your reference.

Yours Sincerely,

(Padma Angmo)
Deputy Secretary

Copy to:

- 1. Shri Didar Singh, Secretary General, FICCI**
- 2. Shri Virendra Gupta, Dy DG, CII**
- 3. Shri R Chandrashekhar, President, NASSCOM**
- 4. Shri D S Rawat, Secretary General, ASSOCHAM**
- 5. Shri Vaibhav Rathi, Brand Manager, TATA Global Beverages Ltd**
- 6. Shri Raghunandan Hegde, Campaign Manager, Haiyya**
- 7. Shri Hitesh Barot, Senior Consulting Director, CELL**

Engagement with PSU/Corporate House

Framework of Engagement

1. Introduction

The democratic framework of our country has been shaped through credible, transparent and impartial electoral processes put in place by the ECI over the last sixty years.

These processes, enfranchising every eligible elector in this country, begin with voter registration and ultimately seek to provide a level playing field for all political parties and create an environment that is conducive for conducting a free and fair poll, in which all eligible electors can and should participate

There needs to be an enabling environment combining information, motivation and facilitation so that potential voters are fully engaged in the process of democratic governance through effective electoral participation.

There is also an imperative need for greater participation of all stakeholders that in the broadest sense would imply greater citizen engagement in the election process. This is however, some times, not the case.

There are visible gaps in participation among women, urban population, migrant working population including labourers, weaker sections and others in various parts of the country owing to a range of factors. Young Indians who become qualified to be registered as voters on turning 18 years need to be given the necessary orientation & facilitation to understand their new role and get engaged with the electoral registration and further participation process.

Public Sector Enterprises and Corporate Houses can play a significant catalytic role in enhancing citizen engagement by partnering Election Commission of India in its Systematic Voters' Education and Electoral Participation (SVEEP) programme and also fulfill their Corporate Social responsibility.

2. Goal and Objectives

Goal: To have every eligible citizen on the electoral roll and have every enrolled voter to vote voluntarily, thus ensuring widest electoral participation and inclusive elections through information, education, motivation and facilitation.

Objectives:

- I. To bridge the gender gap in registration and voter turnout.
- II. To fight urban apathy to electoral participation
- III. To overcome youth disconnect with the electoral process
- IV. To facilitate inclusion of marginal sections in the electoral process
- V. To promote informed and ethical voting
- VI. To bridge the gap in information, awareness, motivation and facilitation in the electoral process

3. Start off Criteria for PSUs/Corporate Houses

- a) Non-political and non-partisan with clean antecedents
- b) High Credibility and reputation among people

c) Capacity and outreach for engaging with the community

4. **Role and responsibility of ECI/Chief Electoral Officers of States**

- i. Accepting the PSU/Corporate House as a partner organization in promotion of electoral democracy.
- ii. Creating a mechanism for coordination and periodic evaluation of the collaboration
- iii. While working out information and motivational campaigns for facilitating voter participation, they may involve the PSU/Corporate House appropriately.
- iv. CEOs shall share the material on Voter education/awareness with the PSU/Corporate House for dissemination of the message among their employees.
- v. Setting up of registration/facilitation desk during special registration drives, for the benefit of the PSU/Corporate employees

5. **Roles and responsibilities of PSU/Corporate House**

- i. Promoting Voter education and awareness among people on pro-bono basis, particularly in the areas of their outreach.
- ii. Promoting electoral registration among its employees and family members and providing facilitation desks during special registration drives.
- iii. Promote ethical and informed voting free of inducements and educate voters about their rights and duties to strengthen democracy.
- iv. Extending due sponsorship and in kind support to the SVEEP programmes and activities carried out by CEO.
- v. Nominate a nodal officer to interact and coordinate with the CEO/election machinery.

6. **Possible activities that can be undertaken by PSU/Corporate House for promoting Voter Education & Awareness**

- i. Registration of all its employees, including the labour force, in coordination with the Electoral Registration Officer; Organising camps with the help of ERO for enrolment of their employees and family members
- ii. Organise facilitation camps for voter registration in areas they have adopted under CSR; extend online search facilities in all popular branch offices for searching names on electoral roll in a special drive with adequate pre-publicity; display Voter education material in its premises for employees and also at its public offices for customers
- iii. Sponsor Youth Voters Festival activities and prizes for various competitions in Educational Institutes on Voter education under CSR
- iv. Sponsor targeted SVEEP programmes e.g. SVEEP campaign for women, weaker section, physically challenged etc; support SVEEP material production and distribution for Chief Electoral Officers(CEO) of the State
- v. Integrate Voter education themes in their corporate advertisements; extend support to CSOs and NGOs carrying out Voter education programmes; conduct Voter awareness campaigns on its own clubbed with a special registration drive; conduct special electoral awareness campaigns for old,

Tribals, excluded groups and communities, differently-abled & also for migrant labourers

- vi. Celebrate National Voters' Day on 25th January; administer NVD oath to its employees

7. This framework will become operational between ECI/CEO and any PSU/Corporate House through exchange of appropriate letters, if the CEO wishes to get it operational.

8. Safeguards

Since non-partisan, objective, non-political citizen awareness, facilitation and engagement are the basis of this framework of engagement, any deviation will automatically mean that the working arrangement with the concerned Corporate House has lost its relevance and stands dis-engaged forthwith.

Both the CEO and the Corporate House are at liberty at any time to suggest review, revision and modification of the content of the work and to ensure conformity with the directions that may be issued by Election Commission of India from time to time.

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INSTRUCTION SI. No.167

ELECTION COMMISSION OF INDIA

NirvachanSadan, Ashoka Road, New Delhi -110001

491/IEC/2010(NRV)

Dated: 26th August, 2010

To

The Chief Electoral Officers of all States & UTs

Sub:- Declaration of 25th January as the National Voters' Day – regarding.

Sir/ Madam,

As a measure to enhance participation of citizens in the democratic electoral process, the Commission has decided to celebrate 25th January, its Foundation Day, as the National Voters Day every year, starting from 25th January 2011, the concluding day of the Diamond Jubilee Celebrations of ECI. The Commission's objective is to increase enrolment of voters, by using this occasion so as to make universal adult franchise a complete reality and thereby enhance the quality of Indian democracy. The day will also be utilized to spread awareness among voters regarding effective participation in the electoral process.

In this regard, the Commission has directed that newly registered voters in each polling booth in the latest revision should be felicitated on 25th January every year in a brief ceremony. This is expected to inculcate in the new voters a commitment to democratic electoral process and should lead to greater participation. This will also serve as a reminder to all other eligible electors in the polling booth area towards their responsibility to participate in the electoral process.

The following will be the scheme of activities on the National Voters Day which shall be ensured by the DEOs, under the overall supervision of the CEO:

1. The Booth Level Officers (BLOs) in each polling station area shall felicitate the newly registered voters on 25th January every year in a brief ceremony/ public function to be arranged by DEO/ ERO. The ECI will prescribe the design and colour scheme of a badge with its logo with the slogan "Proud to be a voter - Ready to vote" which shall also be provided by the BLOs to the new electors during the felicitation ceremony along with their EPIC. The DEOs would arrange for the venue and logistics required for the brief ceremony/ public function, in each polling station area.
2. The AEROs and EROs of the constituency shall participate in the ceremony/ public function of those Part(s) under their jurisdiction where largest number of newly registered electors would be felicitated.
3. The DEO shall organize appropriate events at the District headquarters, in association with Panchayat organisations, academic institutions, civil society groups,

media etc. to popularise electoral participation and advance voters' education. In this event, EPIC shall be distributed among new voters of the local polling station areas.

4. The CEO of the State/UT concerned would organize events in the State capital in association with Media, Civil Society, Opinion Groups, State Administration, State Election Commission etc. in order to popularise electoral participation and disseminate information about electoral processes. In this event also, EPIC shall be distributed among new voters of the local polling station area.

5. ECI will organise a suitable event in the country's capital to highlight the values of electoral democracy and the issues relating to popular participation in elections.

Expenditure relating to the distribution of badges and holding of function at various levels will be borne by the respective State/UT Governments/ Administration.

Report of compliance along with details of events held and photographs/ videos may be sent to the Commission by the 15th of February every year.

Thanking you,

Yours faithfully,

Sd/-

(Tapas Kumar)

Principal Secretary

INSTRUCTION SI. No.168

ELECTION COMMISSION OF INDIA

NirvachanSadan, Ashoka Road, New Delhi -110001

491/SVEEP/2011 (NVD)

Dated:01st November, 2011

To,

The Chief Electoral Officer of all the States & UTs

Sub:- National Voters' Day (25th January) – 2012.

Sir/Madam,

In continuation of Commission's letter No. 491/IEC/2010(NRV) dated 26th August, 2010 (*copy enclosed*) addressed to all CEOs, I am directed to state that in the process of achieving the Commission's objective for maximization of enrolment of voters, especially of the newly eligible ones, by using the occasion of National Voters' Day to make universal adult suffrage a complete reality and thereby enhance the quality of Indian democracy, the Commission after taking note of the recommendations of the Committee of CEOs set up this regard, has decided that following SVEEP activities should be undertaken relating to National Voters' Day, 2012:

A. BASIC ACTIVITIES:

1. The Booth Level Officers (BLOs) in each polling station area shall felicitate the newly registered voters on 25th January every year in a brief ceremony/ public function to be arranged by DEO/ ERO. As prescribed by the Commission, a badge with its logo with the slogan "Proud to be a voter - Ready to vote" shall also be provided by the BLOs to the new electors during the felicitation ceremony along with their EPIC. The DEOs would arrange for the venue and logistics required for the brief ceremony/ public function, in each polling station area.
2. The AEROs and EROs of the constituency shall participate in the ceremony/ public function of those Part(s) under their jurisdiction where largest number of newly registered electors would be felicitated.
3. The DEO shall organize appropriate events at the District headquarters, in association with Panchayat organizations, academic institutions, civil society groups, organizations of youth volunteers like NSS, NCC, Scouts & Guides, NYKS, media etc. to popularize electoral participation and advance voters' education. In this event, EPIC shall be distributed among new voters of the local polling station areas.
4. The CEO of the State/UT concerned would organize events in the State capital in association with Media, Civil Society, Opinion Groups, Youth Volunteer Groups, State Administration, State Election Commission etc. in order to popularize electoral participation and disseminate information about electoral processes. In this event also, EPIC shall be distributed among new voters of the local polling station area.

5. Deployment of dedicated staff at Block, Sub-division and District levels may be done to effectively undertake NVD related activities.
6. BLOs may be trained about their role for NVD activities by the EROs/AEROs, well in advance.
7. ECI will organize a suitable event in the country's capital to highlight the values of electoral democracy and the issues relating to popular participation in elections, besides also doing symbolic handover of EPICs.

B. CONCURRENT ACTIVITIES

Enhancement of Youth Participation

- “Young Voter’s Festival” through competitions in all Higher Secondary schools and Higher Educational Institutions, *i.e.* Colleges and Universities to be organized by DEO/ERO to serve as a build-up to NVD-2012. Attractive prizes may be given to the winner of the competitions at District and State levels. Some more details have been spelt out in the YUVA (Youth United for Voter Awareness) strategy document, already provided to the CEOs.
- Online interaction to be made with netizens in the form of quizzes, did-you-know, photography competition, general knowledge downloads for competitive exams related to elections, etc.
- The District and State level winning entries to be showcased on CEOs websites.

Enhancement of Women’s Participation – One of the priorities of NVD - 2012 shall be to reduce the gender gap in registration, wherever it exists, in particular among young women of 18+ years.

- NVD- 2012 should focus on Women Registration.
- For maximization of women registration, women-specific SVEEP campaign may be developed by CEOs.
- Awareness of women is to be created through cultural programmes.
- Sensitization of the BLOs towards women may be taken up during training.
- Grass-roots women groups are to be engaged for capacity building.
- Engagement of women icons may be done for promotional messages.

C. ENVIRONMENT BUILDING

- (a) Engagement of various forms of media-print, audio-visual, outdoor advertisement, Song & Drama, troupes etc. may be done for environment building.
- (b) **Dissemination of NVD Theme:**
 - 3-minute documentary film showcasing **theme of National Voters’ Day** is to be made in vernacular language for dissemination in cinema halls.
 - Propagation of NVD theme may be done through schemes and programs run by various Central Government Ministries and their field units.
- (c) **Dissemination of NVD Pledge**
 - Pledge of NVD should be explained to School/ College students and should be disseminated by using all communication methods.

D. PARTNERSHIPS WITH ORGANIZATIONS LIKE ALL INDIA RADIO (AIR), DOORDARSHAN (DD), PRIVATE MEDIA, NYKS, NSS, NCC, BHARAT SCOUTS AND GUIDES & EDUCATIONAL INSTITUTIONS.

- NVD may be celebrated in all Schools and Colleges through issue of necessary circulars.
- Doordarshan (DD), All India Radio (AIR) to be engaged for wide publicity of NVD.
- Railways to be made partner for National Voters' Day publicity.
- Civil Society and PSUs to be made partner.
- Youth clubs to be promoted.
- Appeals/ messages to be made by local youth icons.
- Bulk SMSs/ E-mails to be made for extensive and omnipresent messaging.
- Engagement with non-media units like Song and Drama Division, DFP at the national level and similar regional units at the State/UT level.
- All print media should be encouraged to propagate the concept and celebrations of National Voters' Day on voluntary and free-of-cost basis.
- Media should be motivated to put their heart into this effort without functioning as a client agency of the ECI.

E. BRAND BUILDING & PROMOTION

- The promos of national icons have already been prepared by ECI and circulated to all. Promotions involving regional icons which have already been prepared by the CEOs and finalized for summary revision may be extensively used for NVD also, besides preparing special promos for NVD, as done during NVD 2011.
- Commission is engaged in developing certain brand-building guidelines engaging social-marketing techniques in relation to NVD-2012, and these will be given out to CEOs as and when available.
- A Tableau representing National Voters' Day may be presented in the State level Republic Day Parade on 26.01.2012.

Based on the above guidelines, you are requested to submit a comprehensive SVEEP plan and implementation strategy for National Voters' Day Celebrations, 2012 in your State/UT, to the Commission latest by **10th November, 2011** positively. Commission attaches highest priority to NVD-2012 and shall review compliance every fortnight.

Yours faithfully,

Sd/-
(Yashvir Singh)
Director



“No voter to be left behind”



भारत निर्वाचन आयोग
Election Commission of India
Nirvachan Sadan, Ashoka Road, New Delhi-110001