

ELECTION COMMISSION OF INDIA
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Date: 16th December, 2008

To

The Chief Electoral Officers of
All States/UTs.

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

Sir/Madam,

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.
4. 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.

5. 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 stations can be relieved only after obtaining the EVMs and other documents after proper verification and discussion with RO/Observer.
6. 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.
7. 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.

Yours faithfully

(SUMIT MUKERJEE)