ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No.51/8/6/2010-EMS Dated: 3rd May, 2010

To

The Chief Electoral Officers

Of all States and Union Territories

Sub: Storage and Safety arrangement of EVMs- regarding.

Sir,

The Election Commission of India, from time to time, has been issuing instructions on the various aspects of the EVM viz. storage, movement, physical verification. In consolidation of earlier instructions in these regards and for greater transparency on use of EVMs, the Commission has decided that the following instructions to be followed meticulously without any deviation:-

1. STORAGE, MOVEMENT AND PHYSICAL VERIFICATION OF EVMs

STORAGE

A. Action to be taken immediately

- I. A committee consisting of officer nominated by Deputy Election Officer (not below the rank of Sub-Divisional Magistrate), Election Supervisor and Warehouse-in-charge of EVMs shall be constituted for every district.
- II. This committee shall carry out 100% physical verification of EVMs in the district. 100% physical verification for the current year shall be completed before 30th May, 2010. Details of all EVMs in the district shall be entered in Master Stock Register (MSR). MSR shall be maintained warehouse-wise for every district in the format given in **Annexure** –**A**. Every EVM in the district whether in working condition or not must be entered in the MSR.

Annexure-A

(Master Stock Register)
Part- A (Control Unit)

Name of State/Union Territory:

Name of District:

Name of sub-division/taluka:

Address of Warehouse:

CU ID	Box	Name of	Year of	Date of	Receipt Challan	Date on	Name and	Signature of	Signature	Remarks
No.	No.	Manufacturer	Manufacture	Receipt	No.	receipt challan	designation of receiver	receiver	of Warehous e-in- charge	
1	2	3	4	5	6	7	8	9	10	11

Part-B (Ballot Unit)

BU ID No.	Box No.	Name of Manufacture r	Year of Manufacture	Date of Receipt	Receipt Challan No.	Date on receipt challan	Name and designation of receiver	Signature of receiver	Signature of Warehous e-in- charge	Remarks
1	2	3	4	5	6	7	8	9	10	11

III. After complete physical verification of EVMs and entry of their details in the MSR, the committee given in point no. (i) shall certify on the MSR that physical verification of EVMs has been carried out and the details of all EVMs available in the district have been entered in the MSR of respective warehouse as well as in the Ledger of EVMs. In the ledger of EVMs o every page should be allocated each of the CU for CU-Ledger and BU for BU-Ledger in the format given in **Annexure-AA**. Based on this certificate, the DEO shall send a certificate in the format given in **Annexure - B** to the Commission through the CEO of the concerned States/UTs.

Annexure-AA

CU ID No.	Box No.	Name of Manufacturer	Year of Manufacture	Date of Receipt	Receipt Challan No.	Date on receipt challan	Present Status (Available in warehouse)	If not available then reason thereof.	Date of movement from warehouse	Remarks
1	2	3	4	5	6	7	8	9	10	11

Part-B (Ballot Unit)

BU ID	Box	Name of	Year of	Date of	Receipt Challan	Date on receipt	Present	If not	Date of	Remarks
No.	No.	Manufacture	Manufacture	Receipt	No.	challan	Status	available	movement	
		r					(Available in	then	from	
							warehouse)	reason	warehous	
								thereof.	e	
1	2	3	4	5	6	7	8	9	10	11

Annexure-B (Physical Verification Report)

Name of State/Union Territory:

Name of District:

Name of	Location of	No. of Control	No. of C	ontrol Units	No. of	No. of Control		of Ballot	No. o	f Ballot	No. o	f Ballot Units
warehouse	warehouse	Units in	physically	physically verified		Units not in		Units in		physically	not in	warehouse
		warehouse				warehouse as warehouse as		found verified				
						d in	in mentioned in					
					Master	Stock	Mast	er Stock				
					Register	Register Register						
		BEL ECIL	BEL	ECIL	BEL	ECIL	BEL	ECIL	BEL	ECIL	BEL	ECIL

Note- Reasons for EVM for not being available in warehouse.

(Signature of District Election Officer)

B. Method of storage of EVMs

- i. As far as possible EVM should be stored in Treasury.
- ii. EVMs must be stored in a separate warehouse where nothing other than EVM is kept.
- iii. Normally the EVMs should be stored at District Head Quarters.
- iv. However, if it is not possible to store the EVMs at District HQ, then EVM storage warehouse should not be at a place below Tehsil headquarter.
- v. EVM storage warehouse must not have more than one (1) entry point. If there are any other doors or windows in the warehouse, they should be sealed using brick-masonry or concrete.
- vi. Entry of EVM storage warehouse must be secured by a double lock system, which should be held jointly by two separate officers to be nominated by the DEO. One of whom will be not below the rank of Sub-Divisional Magistrate.
- vii. Warehouse must be kept in such a manner that there is no dampness, pests, rodents etc. Proper fire-fighting arrangement must be available. Warehouse should be free from flood/water logging risk/cracks/leakage/broken window etc.. EVMs must be kept in a safe manner.
- viii. Adequate security arrangement to be made at warehouse by deputing police/security guard.

C. Procedure for opening/closing of warehouse.

- i. The DEO shall nominate one (1) officer not below the rank of Tehsildar to be in-charge of every EVM warehouse.
- ii. Warehouse will be opened only on the written orders of the DEO and not otherwise.
- iii. Since the warehouse containing the EVMs will be under double lock system, both officers nominated by the DEO, to maintain the double lock system, must be physically present at the time of opening and closing of the warehouse. They will insert their own keys in the lock and will not give their key to any other officer for this purpose.
- iv. National and State recognized political parties shall be informed in writing at least 24 hours in advance about the date and time of opening and closure of EVM warehouse. Their authorised representatives will be allowed to be present at the time of opening and closure of the warehouse and their signature shall be taken in a logbook to be maintained for this purpose. Format of the logbook is given in **Annexure-C**. The entire process should be videographed.

Annexure-C

(Log Book)

Part- A (Control Unit)

Master Stock Register No.	Purpose of opening of warehouse (Poll/ Training/ Voter awareness/ maintenance/ diagnostic test/physical verification)	Name & Signature of recognized political parties or their representatives with party affiliation	Signature of Warehouse-in-charge							
	1	Part-B (Ballot Unit)	1							
Master Stock Register No.	Purpose of opening of warehouse (Poll/ Training/ Voter awareness/ maintenance/ diagnostic test/physical verification)	Name & Signature of recognized political parties or their representatives with party affiliation	Signature of Warehouse-in-charge							
U	2	representatives with party affiliation	Warehouse-in-char							
MOVEM	MOVEMENT OF EVMs									

i. EVMs shall not be moved in and out of the EVM warehouse without the written orders of the

DEO in the format given in **Annexure -D**.

Annexure-D (to be pasted in the Log Book after opening of the warehouse)

	Permission	1S	hereby	granted	to	open	the	EVM	warehouse	located
at			.on	(date) at		(t	ime).			
	The followin	ıg offi	cers are au	thorized to	open	the doub	ole lock	and will	remain physic	cally
prese	nt at the time o	f opei	ning/closin	g of the wa	irehou	ıse: -				
1										
2										
	The warehou	ise is	being perm	nitted to be	opene	ed for the	follov	ving purp	ose	
			in	presence o	of repr	esentativ	es of t	ne follow	ing political pa	arties
(with	affiliation)									

(Signature of District Election Officer)

ii. The order shall clearly state the purpose of movement, whether the movement is temporary or permanent, and if it is temporary, the period for which EVM is being sent out of the warehouse. The order shall also clearly state the name and designation of the officer who shall be receiving the EVM from the warehouse.

iii. On receiving the written order of the DEO, the warehouse in-charge shall identify the EVMs to be moved out and make an entry of the details of such EVMs in a movement register to be kept by him as given in the format in **Annexure -E**. If the EVM is being moved out permanently then an entry to that effect shall be made in the remarks column of MSR. The warehouse incharge shall take a written acknowledgement from the officer who is receiving the EVM in the format given in **Annexure-F** as proof of having received the EVMs.

Annexure-E (Movement Register)

Part- A (Control Unit)

Master Stock Register No.	CU ID No.	Purpose of sending CU (Poll/ Training/ Voter awareness/ maintenance/ diagnostic test etc.)	Whether the movement of CUs is temporary or permanent.	When CUs are returned/received to warehouse.	Name & designation of the officer who shall be receiving/ returning CUs from/to warehouse	Name & Signature of recognized political parties or their representatives with party affiliation

Part-B (Ballot Unit)

Master	BU ID	Purpose of opening BU (Poll/	Whether the movement of	When BUs are	Name & designation of the	Name & Signature
Stock	No.	Training/ Voter awareness/	BUs is temporary or	returned/	officer who shall be	of recognized
Register		maintenance/ diagnostic test	permanent.	received to	receiving/ returning BUs	political parties or
No.		etc.)		warehouse.	from/to warehouse	their
						representatives
						with party
						affiliation

* Permanent means that the EVM is not be returned to the warehouse. Annexure-F

I,	(Name,	de	signatio	n, Off	icial	Ad	dress)	have
received[list of ID I	Number o	f all	EVMs	(Ballot	Unit	and	Control	Unit
separately) signed by Store-in-charge] fro	m	• • • • • •	(1	Name of	Ware	house	e-in-charg	ge) of
EVM warehouse located at		on	(date	e) at	• • • • • •		(time), fo	or the
following purpose								

(Signature of Receiver)

iv. When EVMs are returned to the warehouse an entry to that effect shall be made in the movement register and the warehouse in charge shall give a written receipt in the format given in Annexure-G to the officer who has returned the EVMs to the warehouse.
Annexure-G
I,
(Signature of Warehouse-in-charge)
v. On the days when the EVM warehouse is opened, a stock statement in the format given in Annexure -H shall be prepared by the warehouse in-charge. Even if EVM warehouse is not opened for the entire month, a stock statement in Annexure -H shall be prepared once a month by the warehouse in-charge and sent for the perusal of the DEO on the last working day of the month.
Annexure-H
Name of State/Union Territory: Name of District: Name of sub-division/taluka: Address of Warehouse: Name of Officer-in-charge of warehouse (with designation): 1. Total No. of EVMs in Master Stock Register- 2. Total No. of CUs outside the warehouse- a. For poll- b. For Training- c. For Voter awareness- d. For maintenance- e. For diagnostic test- 3. Total No. of CUs in the warehouse- 4. Total No. of BUs outside the warehouse- a. For poll- b. For Training- c. For Voter awareness- d. For maintenance- e. For Joining- c. For Voter awareness- d. For maintenance- e. For diagnostic test- 5. Total No. of BUs in the warehouse-

 $(Name,\,designation\,\,and\,\,signature\,\,of\,\,Warehouse\text{-in-charege})$

vi. An account of the EVM in usable and in unusable condition shall also be kept in **Annexure-I**.

Annexure-I

Name of	Location of	No. of	Control	No. of	Control	No. of C	ontrol Units	No. of	Ballot	No.	of	No. of	Ballot
Warehouse	warehouse	Units with ID		Units with ID Nos.		with ID Nos. which		Units with ID Nos.		Ballot Units		Units with ID	
		Nos. in		Which are usable are unusable		in warehouse		with ID		Nos. which are			
		ware	house								ich	unusable	
										are usable	;		
		BEL	ECIL	BEL	ECIL	BEL	ECIL	BEL	ECIL	BEL	ECIL	BEL	ECIL

(Signature of Warehouse-in-charge)

QUARTERY PHYSICAL VERIFICATION OF EVMs

100% physical verification of EVMs shall be carried out by the Committee mentioned at point no. (i) above every quarters in the month of January, April, July and October so that the report of the same is made available to the Commission through the CEO of the concerned States/UTs by 20th of the next month. 100% physical verification for the current quarter will be done by 30th May, 2010 so that the report is received in the Commission through the Chief Electoral Officer latest by 15th June 2010. If there is an election during the year, the DEO shall carry out 100% physical verification of EVMs during the First Level Checking of the EVMs and send the report to the Commission through Chief Electoral Officer.

Yours faithfully,

(K.N. Bhar) Under Secretary