

OFFICE OF THE CHIEF ELECTORAL OFFICER, TELANGANA STATE
South " H " Block, Secretariat, Hyderabad - 500 022.

Memo No. 2740/Elecs.A/A3/2018-2,

Dated:13-11-2018

Sub: General Election'2018 to TSLA – General Instructions
on Storage of Polled and Unpolled EVMs & VVPATs
after Poll & Counting – Reg.

Ref:1)From the ECI Lr. No.51/8/ 7/2018-EMS,dt.3.11.2018.
2) This office Memo No.2740/Elecs.A/A3/2018-1,
Dated: 08.11.2018

In continuation to the reference 1st and 2nd cited, it is brought to the notice of all Collectors & District Election Officers, and Commissioner, GHMC & District Election Officer, Hyderabad along with all Returning Officers of 119 – Assembly Constituencies of Telangana for ensuing transparency measures on EVMs/BUS/CUS/VVPATs is as follows:

1. DISTRIBUTION OF BUS/CUS/VVPATs TO RETURNING OFFICER

- a. The randomized list of BUS/CUS/VVPATs allotted to each AC for use at polling stations as well as the training BUS/CUS/VVPATs shall be prepared separately and signed by the DEO representative and the R.O and that list shall be handed over to all representatives of the recognized political parties. Even if a representative is not available at the time of randomization the list shall still be sent to the party office and a receipt obtained.
- b. Thereafter, the R.O of the constituency, shall take charge of the BUS/CUS/VVPATs randomly allotted to his constituency. The EVMs/BUS/CUS/VVPATs meant for use at the election shall be separately taken to R.O's strong room under proper escort and will be guarded 24x7. The training BUS/CUS/VVPATs shall be distributed to the relevant officers for the training purpose. At the time of sealing the strong room, the representatives of political parties can remain present and they can also affix their seal on the lock.
- c. The strong rooms should have only one entry point and double lock system. One key should be kept with Returning Officer and the other with Assistant Returning Officer of concerned Assembly constituency. Other entry points of the strong rooms (including windows) should be sealed in such a way that no one has access inside the strong rooms. The entry point of strong room having EVMs/VVPATs shall have CCTV coverage round the clock. There should be sufficient arrangement of fire extinguishers near and inside the strong rooms. A log book shall be maintained by the security personnel in which entry should be made about date, time, duration, purpose and name(s) of any one entry near the strong room this includes visits by the observers or DEOs or SPs or political parties/candidates or their agents any other person.

2. PREPARATION OF BUS/CUS/VVPATs

- a. The Returning officer should fix the date of preparation of EVMs for poll and intimate all candidates to remain present or send their representatives during the process. The date should be fixed as early as possible after the last date of withdrawal of candidates and

(P.T.O)

finalization of ballot papers. The Second randomization should be done before doing the process of preparation of EVMs for polls and CUs and BUs should be randomly allocated to polling stations. After second randomization, Polling Station number should be marked in the EVM tracking software, against those BUs/CUs/VVPAT which have been assigned polling stations. Those BUs/CUs/VVPAT which have not been assigned polling stations but are meant to be used in elections should be marked "Reserve" in the EVM tracking software. A list of CUs/BUs/VVPAT along with the number of polling stations assigned to them should be given to all the candidates' along with list of CUs/BUs/VVPAT kept in reserve and their written acknowledgement to be taken.

- b. At this stage, the BUs/CUs/VVPATs randomly earmarked PS wise as above shall be identified by matching the PS no and kept in pair by tagging them together. Any candidate/ agent present at the preparation hall may choose to get the EVMs/BUs/CUs/VVPATs again checked by the master trainers/ technical personnel if available through a 'mock poll cum result verification' in order to satisfy himself about the functioning of the EVMs/BUs/CUs/VVPATs. The R.O should also, as a proactive measure, do a random verification of at least 10% of such BU/CU/VVPAT pairs to test the working status of the EVMs.
- c. Then a Polling Station wise list indicating the Current ID and machine number of the BU/CU/VVPAT allotted to each PS will be prepared and signed by the R.O. The R.O will also prepare a separate list of BUs/CUs/VVPATs marked as 'R' indicating the current ID and machine number. Both the above lists will be signed by R.O and copies shared with the candidates/agents/ representatives and their signature shall be obtained as the token of receipt.

3. DISPERSAL OF EVMs/BUs/CUs/VVPATs FOR ACTUAL POLL

- a. When the EVMs are taken out of the strong room for dispatch the usual precaution of informing the date and time of opening of strong room in writing to the candidates/ agents shall be followed.
- b. At the time of dispatch the Presiding Officers shall be advised to compare the machine number inscribed on the metal label and the adhesive sticker and also verify the PS no indicated on the sticker compared with PS no mentioned in the address tag before accepting the EVM. Discrepancy if any shall be brought to the notice of the officer in charge of dispatch arrangement and be reconciled.
- c. The candidates may be advised to share the current ID and machine number of the EVM (both CU/ BU/VVPAT) allotted to the specific PS with their polling agent/ agents appointed by them so that they are in a position to inspect the EVM/VVPAT for their satisfaction before the commencement of mock poll on the poll day. The Presiding Officers shall be advised to display the sticker containing the machine number and current ID etc., to the agents present before the commencement of the mock poll. It is relevant to note that as per the existing instructions the Presiding Officer is supposed to mention the number of CU/CUs used; serial numbers of CU/CUs used; numbers of BU/BUs used and serial numbers of BU/BUs and number of VVPAT/VVPATs used at the polling station in the Presiding Officer's Diary.

4. REPLACEMENT OF EVM DURING POLL

- a. In case of replacement of CU/BU/VVPAT due to reason at any polling station the sector officer or any authorized officer who effects such replacement shall prepare a special report indicating the machine number and current ID of the existing CU/BU/VVPAT and new CU /BU/VVPAT separately. The officer shall also mention in the special report, the reason for deployment of the spare CU/BU/VVPAT and the time of such replacement, votes polled in the replaced machine at that point of time and leave one copy of the special report with the Presiding Officer while retaining a copy to be handed over to the R.O..

5. COMMUNICATION TO POLITICAL PARTIES/ CANDIDATES

- a. The political parties/candidates should be advised in writing to properly train their counting agents and that they should bring (for tallying purpose) their copies of Form 17-C which shows the machine numbers used at the polling station and was handed over to them at the close of the polling by the Presiding Officer. Besides, the candidates have also been given a consolidated list of polling station wise list of CUs/VVPATs used during the polls. This along with the additional information given by RO in writing to the candidates regarding the machine numbers of CUs/VVPATs used as replacement and the CUs/VVPATs used during repoll will give a complete picture of the all the EVMs used at polling stations. In order to further facilitate, additionally, the RO shall paste the EVM deployment account indicating the CU numbers of EVM used polling station wise in the relevant counting hall itself for everyone to see.

6. VIDEOGRAPHY OF THE EVENTS

- a. All the stages enumerated above shall invariably be fully covered with videography and records kept properly.
- b. The above instructions should be complied with without any deviation and brought to the notice of all concerned, viz. the political parties, contesting candidates, all field officers concerned and the Observers.

The receipt of the letter may kindly be acknowledged.

**DR. RAJAT KUMAR,
CHIEF ELECTORAL OFFICER &
E.O. PRL. SECRETARY TO GOVT.**

To
The Commissioner, GHMC & District Election Officer, Hyderabad (~~w.e~~)
The Collector & District Election Officers, Telangana (~~w.e~~)
Copy to:
All the Returning Officers **through** District Election Officers.

//FORWARDED::BY::ORDER//

do. Anwar
SECTION OFFICER