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BY FAX/ POST/E-MAIL
Most Urgent
Dateline Case

GOVERNMENT OF ODISHA
HOME (ELECTIONS) DEPARTMENT

No. VI(E)- 12 /2013- 6232-/Elec dated Bhubaneswar the 26th July, 2013

From

Shri Jyoti Prakash Das, OAS (S)
Joint Chief Electoral Officer-cum-
Joint Secretary to Government.

To

All DEOs & Collectors

Sub: Certification of security of EVM warehouses.


Ref: Commission's Letter No.51/8/6/2010-EMS Dated 3rd May, 2010 and
this Department Letter No.VI(E)-4/2010-3008/Elec. dt. 02.07.2010

Sir/Madam,

I am directed to say that the Commission vide its Letter No.51/8/16/4/2013-EMS dated 17th July, 2013 (copy enclosed) has instructed that each EVM warehouse must be inspected by the concerned DEOs personally and certify that all instructions relating to security of EVM warehouses have been strictly followed in all EVM warehouses and that basing on the certificate from every DEO, the CEO should submit a statement showing the certification of security of EVM warehouses from each district to the Commission lasted by 1st August, 2013.

You are therefore requested to please personally inspect the EVM warehouse(s) of your district by 29.07.2013 and furnish a certificate to this Department by 30.07.2013 to the effect that all instructions relating to security of EVM warehouses have been strictly followed in all EVM warehouses.

Yours faithfully,


Joint Chief Electoral Officer-cum-
Joint Secretary to Government.



Handwritten: 25.7.2013

Handwritten: 19

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI – 110 001

No.51/8/16/4/2013-EMS

Dated: 17th July, 2013

To,

The Chief Electoral Officers
of all States and UTs.

Handwritten notes and signatures: "U.S.", "N.V. Singh", "M. Dutt", "mp.", "25/7/13"

Handwritten: "A", "BKS", "25/7"

Sub: Certification of security of EVM warehouses.

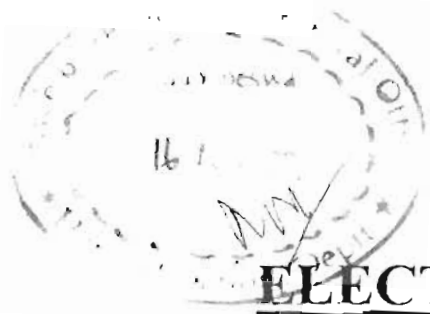
Sir/Madam,

Please refer to the letter No.51/8/6/2010-EMS dated 3rd May, 2010 in which detailed instructions were given about security of warehouses of EVMs. In view of the forthcoming Parliamentary Elections, Commission has decided that each EVM warehouse must be inspected by the concerned DEO personally in the next 10 days after which the DEO should issue a certificate to the CEO that all instructions relating to security of EVM warehouses have been strictly followed in all EVM warehouses. The CEO should ensure that he gets certificate from every DEO based on which he should submit a statement showing the certification of security of EVM warehouses from each district of his State to the Election Commission of India latest by 1st August, 2013.

Handwritten: "To CEO", "1", "M.S."

Yours faithfully,

(Philip K Varma)
Under Secretary



7/10/12 (H) / Dyno-320.Elec 18
12/8/2012

By Speed Post /e-mail

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

No.51/8/6/2012-EMS

Dated: 8th August, 2012

To

The Chief Electoral Officers of
All States/UTs.

Subject: Storage and Safety arrangement of EVMs -- Regarding.

Sir,

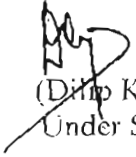
B
Folk
16/8

I am directed to state that in partial modification to Commission's instruction No. 51/8/6/2010-EMS dated 3rd May, 2010, on the subject cited, and to state that in order to provide an inlet/outlet for air-circulation to avoid foul smell in the strong rooms, the Commission has decided to allow installation of one exhaust fan in the strong-rooms used for storage of the EVMs, subject to the condition that suitable safeguards for the safety of the EVM are taken up at the time of installation of exhaust fan, viz.

1. A strong iron grill shall be installed at the vent/passage where exhaust fan will be installed.
2. Exhaust Fan shall be installed on the front side of the strong-room, where security guard are posted and not on the rear side.
3. Exhaust Fan shall be installed at the highest point feasible, below the roof.

This dispose of the letter No.Elec.-2012/M-9657, dated 23rd July, 2012 of the Chief Electoral Officer, Punjab.

Yours faithfully,


(Dinku K Varma)
Under Secretary

Part-B (Ballot Unit)

Sl. No.	BU No.	Name of Manufacturer	Year of Manufacture	Date of Receipt	Receipt Challan No.	Date on receipt challan	Name and designation of receiver	Signature of receiver	Signature of Warehouse-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 of 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/BU 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 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

Annexure-B

(Physical Verification Report)

Name of State/Union Territory:

Name of District:

Name of warehouse	Location of warehouse	No. of Control Units in warehouse		No. of Control Units physically verified		No. of Control Units not in warehouse as mentioned in Master Stock Register		No. of Ballot Units in warehouse as mentioned in Master Stock Register		No. of Ballot Units physically found verified		No. of Ballot Units not in warehouse	
		BU	CU	BU	CU	BU	CU	BU	CU	BU	CU	BU	CU

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

(Signature of District Election Officer)

Method
B. Method of storage of EVMs

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- 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 DFO 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

Part-B (Ballot 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

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 is hereby granted to open the EVM warehouse located at..... on(date) at.....(time).

The following officers are authorized to open the double lock and will remain physically present at the time of opening/closing of the warehouse: -

1.....

2.....

The warehouse is being permitted to be opened for the following purpose in presence of representatives of the following political parties (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.

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

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

Annexure-F

I.....(Name, designation, Official Address) have received.....[list of ID Number of all EVMs (Ballot Unit and Control Unit separately) signed by Store-in-charge] from.....(Name of Warehouse-in-charge) of EVM warehouse located at.....on.....(date) at.....(time), for the following purpose.....

(Signature of Receiver)

3. 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

.....(Name of Warehouse-in-charge, designation, Official Address) of EVM warehouse located at.....have received[list of ID Number of all EVMs (Ballot Unit and Control Unit separately)] from(Name of officer who has returned the EVMs) on(date) at.....(time).

(Signature of Warehouse-in-charge)

4. On the days when the EVM warehouse is opened, a stock statement in the format given in Annexure -II shall be prepared by the warehouse in-charge. Even if EVM warehouse is not opened for the entire month, a stock statement in Annexure -II 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-II

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 diagnostic test-.....
- 5. Total No. of BUs in the warehouse-.....

(Name, designation and signature of Warehouse-in-charge)

(i) An account of the EVM in usable and in unusable condition shall also be kept in Annexure-I.

Annexure-I


Name of Warehouse	Location of warehouse	No. of Control Units with ID Nos. in warehouse		No. of Control Units with ID Nos. Which are usable		No. of Control Units with ID Nos. which are unusable		No. of Ballot Units with ID Nos. in warehouse		No. of Ballot Units with ID Nos. which are usable		No. of Ballot Units with ID Nos. which are unusable	
		BEL	ECH	BEL	ECH	BEL	ECH	BEL	ECH	BEL	ECH	BEL	ECH

(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 CFO 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