

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 51/8/7/2018-EMPS

Dated: 13th November, 2018

To

The Chief Electoral Officers
of All States and Union Territories.

Subject: Storage of Security arrangements for EVMs & VVPATs - Custody of Warehouse Keys - regarding.

Sir/Madam,

I am directed to state that as per the existing instructions of the Commission, entry of EVMs/VVPATs Storage/Warehouse must be secured by a double lock system, which should be held jointly by two officers, to be nominated by the DEO. One of whom shall not be below the rank of Tehsildar. For all Warehouses at district Head Quarter, there shall be a double lock system and the keys shall be in custody of DEO and Dy. DEO (each having one key).

As per discussion during the Review Meeting of Nodal Officers for EVM/VVPATs held on 8th October, 2018, the instructions in respect of Custody of Storage/Warehouse Keys have been elaborated as under :-

1. The EVMs and VVPATs should be stored :-

- a) In Treasury, wherever possible
- b) At District Head Quarters
- c) Under exceptional circumstances, with reasons recorded in writing by DEO at Warehouse other than District HQ but not below Tehsil HQs

2. During Non-election period (After Election Petition Period to FLC/Before 1st randomisation) :-

- a) For EVM Warehouses Room at District Head Quarters, there shall be a double-lock system (two locks- Lock-1 and Lock-2), which should be held jointly by DEO and Dy. DEO, and all the keys of Lock-1 shall be in custody of DEO and all the keys of Lock-2 shall be in the custody of Dy. DEO. Handing over and taking over of keys to be a part of CTC. The keys shall be deposited by each Officer in the Treasury and proper logbook shall be maintained during depositing in and taken out the keys after following due procedure.

b) Other EVM Warehouse outside the District Head Quarters, must also be secured by a double-lock system (two locks- Lock-1 and Lock-2), managed by two separate officers, duly nominated by the DEO, one of whom shall not be below the rank of Dy. Collector/SDM and second not below the rank of Tehsildar. All the keys of Lock-1 shall be in custody of one Officer and all the keys of Lock-2 with other Officer and the warehouse shall necessarily be opened in presence of these two designated officers, after following all prescribed protocols. Also, prior written approval of DEO shall be obtained before opening the warehouse.

3. After 1st randomisation (upto counting of votes is over) :-

During this period, AC-wise EVMs & VVPATs are allocated and shifted to AC-wise Strong Room.


For AC-wise Strong Room, there must be a double-lock system. All the keys of one lock shall be kept in custody of RO (for Assembly segment) and all the keys of other lock shall be kept by the ARO or any other officer, duly nominated by the DEO but not below the rank of Tehsildar. The DEO shall remain over all in-charge of the safe custody of EVMs and VVPATs.

4. After the counting is over :-

After the counting is over, the EVMs/VVPATs shall be kept in the AC-wise Strong Room under double lock system and the keys shall be kept in the custody of DEO and Dy. DEO till the period of Election Petition is over as mentioned at para 2(a).

You are, therefore, requested to bring the above directions of the Commission to notice of all the concerned.

Yours faithfully,


(ANOOP KUMAR)
SECRETARY